

HANDBOOK

1979-1980

PRINCETON THEOLOGICAL SEMINARY

Princeton, New Jersey 08540

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PRINCETON SEMINARY AS A CHRISTIAN COMMUNITY

PREAMBLE

PRINCETON THEOLOGICAL SEMINARY is more than a school for the preparation of pastors and teachers of the Christian church. It is a community which undertakes to order its common life in accordance with the obedience of faith in Jesus Christ our Lord. Insofar as Jesus Christ is the norm and the guide of all that happens in the life of the community, it is possible to speak of Princeton Theological Seminary as a Christian community, and to commend the privileges and responsibilities of membership to successive generations of faculty, students and staff. Where Jesus Christ is the Lord of life and is at work among those who live together in His service, the common life of all becomes the concern of each member of the community; and what happens to each member of the community belongs to the common life and the well-being of all.

I. IMPLICATIONS OF MEMBERSHIP IN THE PRINCETON SEMINARY COMMUNITY

Membership in the Christian community of Princeton Theological Seminary implies:

1. The willingness to be guided in all things by the mind of Jesus Christ our Lord.
2. The obligation to give every effort to the preservation and upbuilding of the unity and well-being of the common life.
3. A responsible concern for the freedom, rights and obligations of the other members of the community — faculty, students and staff — in all phases of Seminary life.

II. THE RESPONSIBILITY OF EACH INDIVIDUAL TO THE COMMUNITY

Each individual, by reason of his or her membership in this community, is responsible for every area of student life and activity. Thus, for instance, we do not conceive of the Administration and Faculty as over against the student body, but each member of the community is charged with a responsible concern for the conduct and the well-being of the group as a whole.

Our Campus Center, our dormitories and our campus functions

are the concrete expression of our common life only insofar as we make them such. Those barriers which tend to be associated with rooms, halls, dormitories, eating-tables, geographical areas, race, and theological orientation should be eliminated. The community must be a reality, not only as a confession of faith, but also in conduct; not only in worship and prayer, but also in social life and leisure time. In such a community individual problems will not become ingrown or isolated, but they will become the concern of neighbors in the true Christian spirit of a mutual bearing of burdens. The way will at times be left open for free discussion as an avenue to personal trust, and thereby to real community. On the other hand, community responsibility carries with it certain limitations of freedom out of regard for the rights, privileges and liberties of the other members of the group.

As a member of the Seminary Community each individual will determine his or her own conduct in accordance with the privileges and responsibilities of the common life, and will consider him- or herself obligated to assist every other member of the community in accordance with this commitment.

III. OUR ATTITUDE TO THE COMMUNITY

The dangers inherent in our system of living are self-evident, and are the concern of all of us. We must avoid the temptation to change our sense of responsibility into an attitude of judgment. The results of such a mistake are destructive rather than constructive.

We are our "brother's keeper." This means that while we do not make our "brother's" life and doings a matter of idle curiosity and public notice, we do seek both to share that life and its burdens and to correct attitudes, practices, happenings in the community which violate the norm of the community's life.

Experience has already shown that conferences among faculty members and individual students, or among students and fellow-students, or with the President or the Dean of the Seminary, have been fruitful in resolving problems. It is recommended that these procedures be even more frequently followed and that others be explored with a view to avoiding flagrant and persistent violations of the community life.

IV. SOME SPECIFIC AREAS WHICH TEST THE INTEGRITY OF THE SEMINARY AS A CHRISTIAN COMMUNITY

In accordance with these principles the students will exercise due responsibility toward:

1. Academic work — study, examinations, term papers, class attendance.
2. All-Seminary functions, such as the daily chapel service and other meetings which are officially sponsored.
3. Social life in the dormitories and Campus Center and on the campus.
4. The whole community, to keep it from breaking up into divisive groups.

CHAPEL WORSHIP

A central act of the Seminary community is daily worship. We are called to worship God as revealed in Jesus Christ to hear His Word and to pray together. We worship in response to God's initiative, and in our worship we receive our unity.

It follows that our worship will have form and that our services will begin and end with the affirmation that it is God who calls and sends us.

Chapel worship proclaims the lordship of Christ and the presence of God and His kingdom in our midst.

Chapel leaders take upon themselves the task of communicating this proclamation in the sensible forms of liturgical expression within the community.

The program of Chapel worship is under the direction of the faculty-student Chapel Committee. This committee meets periodically to discuss policy, receive suggestions and reports from a volunteer student chapel group, and make recommendations regarding the spiritual and devotional life of the campus. By action of the Chapel Committee, the following guidelines have been agreed upon:

1. The regular Chapel service, starting at 12:00 noon on Mondays and at 10:00 A.M. on Tuesdays, Wednesdays, Thursdays and Fridays, will ordinarily last 20 minutes. It should be concluded when the bell rings at twenty minutes past the hour.
2. Teams of students and faculty members provide Chapel worship leadership. Services ordinarily include the reading of scripture, prayer and the singing of hymns or psalms. Intercessions, concerns and thanksgivings shall be incorporated into the prayers.
3. As a basic guideline, no more than two chapel services in a month should have leadership from outside the campus community. Faculty who invite guest lecturers to their classes and would like to have them lead chapel, or students who have guests whom they would like to invite to lead chapel, must submit requests to the Director of Chapel Programs who will submit them to the President, who in turn may extend an invitation on behalf of the Seminary.
4. All Chapel leaders will coordinate their plans with the Director of Music.

Day-to-day worship services of the campus community are supervised by the Director of Chapel Programs. All notices in *The*

Wineskin concerning regular Chapel worship programs are prepared by this office; students and faculty are expected to discuss their Chapel services with the Director.

In addition to the regular Chapel services, Morning and Evening Prayer are scheduled, at 7:15 A.M. and 5:20 P.M., Monday through Friday.

A series of "extended" Chapel services is held with off-campus persons and groups as leaders. On days when these services take place, the morning class schedule is as follows:

8:00- 8:50 First Period
9:00- 9:50 Second Period
10:00-10:50 Chapel
10:55-11:45 Third Period
11:50-12:40 Fourth Period

Afternoon classes proceed as usual.

The Sacrament of the Lord's Supper is celebrated frequently throughout the academic year, and from time to time evening services of worship are planned for the Seminary community. On Sunday Holy Communion is celebrated at 10:00 P.M.

Celebrations of the Sacrament of the Lord's Supper are under the direct authority of the President of the Seminary. The stated Communion services at the opening of each semester are under the direction of the Professor of Preaching and Worship and are ordinarily conducted according to the Presbyterian and Reformed tradition.

Other celebrations are under the supervision of the Director of Chapel Programs. Clergy of other denominations are encouraged to participate as celebrants and to use the polity of their own tradition. All such services shall include an open invitation to the members of the Seminary community to participate fully in the service.

The above guidelines apply to all celebrations held in Miller Chapel, as well as those special services by groups identified primarily with Princeton Theological Seminary, whether held on campus or off.

A Liturgics Resources Room is being developed in the Chapel basement which will provide resources for the development of services of worship both on the campus and in field work churches. Advance information on chapel leadership, worship themes, and music is posted on a bulletin board in the hall.

1979-80 Chapel Deacon: Edward F. Duffy, II
(For regulations concerning use of the Chapel and its facilities, including the organ see pages 16, 17 and 18.)

CAMPUS REGULATIONS

PARKING

The purpose of Seminary parking regulations is to define areas which provide efficient, convenient parking for all members of the Seminary community and keep fire and other emergency lanes open. Because of fire regulations and, during the winter months, early-morning snow removal, please do not park on campus roads overnight. *These parking regulations are in effect during the entire year, including holidays and vacation periods.*

Car Identification. All members of the Seminary community are required to obtain permit stickers for all vehicles they intend to park on campus.

Student stickers and Staff and Faculty stickers may be obtained from the Business Office during the hours indicated for payment of fees.

Permit stickers are honored as long as the owner of the vehicle is a member of the Seminary community. The sticker should be affixed in the lower left corner of the rear window of the car.

Parking permit stickers must be displayed at all times. Any person who loses his or her sticker or has not yet obtained one should leave an explanatory card or note which can be seen through the windshield.

A person to whom a sticker is issued will be held responsible for violations, regardless of the actual driver of the car. Stickers must be removed when cars are sold or otherwise disposed of.

Parking Area Assignments. Your parking sticker identifies your vehicle as one belonging to a student or to a faculty or staff member. Park only in the areas designated for your classification.

Parking areas for each group are as follows:

STUDENTS: (Parking areas are available to all students. However, certain areas are designated for specific residences.)

1. *Main Lot behind Campus Center* — 132 spaces reserved for residents of Alexander, Brown and Hodge Halls, and off-campus students.
2. *Tennent Hall Lot* — 68 spaces to be reserved for residents of Tennent, North and South Halls. (Parking by Seminary community members *is not permitted* on Edgehill Street.) of Tennent, North and South Halls.
3. *Seminary's Old Borough Hall Lot* — 51 spaces to be reserved for off-campus students and residents of Erdman Hall and other students unable to find space elsewhere. (Caution: The center portion of this area is leased through the Borough of Princeton to non-Seminary persons, and attention should be paid to the signs indicating that unauthorized cars parked in the Borough lot are subject to ticketing.)
4. *Speer Library Lot* — 63 spaces reserved for off-campus students and guests of Library; no overnight parking, ex-

cept for Erdman Hall residents, who may use the faculty parking area from 8 P.M. to 8 A.M., at which hour vehicles must be removed.

5. *Hodge Hall* — Side nearest Campus Center, except the two spaces nearest the front steps and one space at the rear. These middle spaces are for use of off-campus students to pick up their mail in the basement of Hodge Hall and may be used for periods of not more than 15 minutes.
6. *Seminary Campus Roadways* — Student parking permitted only between 5:00 P.M. and midnight on weekdays and all day Saturday and Sunday. The area in front of the Administration Building is reserved at all times. (Students may use a non-student parking area to load or unload their cars *for short periods*. An explanatory note must be left on the front windshield.)

FACULTY:

1. Along the campus roadway on the east side of the main campus in front of Stuart Hall, Chapel and up to Alexander Hall. (Parking prohibited directly in front of Miller Chapel.)
2. Reserved spaces in Speer Library Lot.

STAFF AND ADMINISTRATION:

1. West campus roadway in front of Hodge Hall and side of Alexander Hall facing the Administration Building.
2. North end of roadway to rear of Hodge Hall.
3. Two spaces at south end of roadway to rear of Hodge Hall. (Reserved.)
4. Five spaces at east side of Alexander Hall.
5. Small parking lot between Campus Center and large parking lot next to Corporation Yard.

VISITORS:

Several areas have been designated for visitors' parking. If you expect a visitor, it would be well to suggest that he or she park in one of these areas:

1. The largest area, in front of the Campus Center, is for daytime parking only.
2. A few spaces are available in front of the Administration Building.
3. Visitors may also park in the small parking lot between the Campus Center and the Corporation Yard Lot.
4. Speer Library visitors may use visitor parking spaces behind the Library.

RESTRICTED PARKING AREAS:

1. The area in front of the Administration Building is not available for staff or faculty parking, except for 3 spaces reserved for designated offices.

2. The area on the roadway at the east end of the campus and in front of the Chapel and Stuart Hall is reserved for *faculty*.
3. The area to the north of the Chapel and behind 29 Alexander Street is specifically for the use of the *tenants* in the houses adjoining that property.
4. The area behind Payne Hall is reserved for the *tenants of Payne Hall*.

Seminary lots are to be used for parking only and may not be used for storage of vehicles or trailers. Parking permits of violators may be revoked.

Speed Limit. The speed limit on all campus roadways and parking lots is 20 miles per hour.

Parking Regulations. Cars must be parked within parking space dividers. Park head-on in parking lots.

Observe "No Parking" signs at all times. Parking is prohibited in front of and behind the Campus Center and around Alexander Hall.

Observe all "Stop," "Do Not Enter" and "One Way" signs.

Do not wash, vacuum or wax cars on campus roadways. Use parking lot for this purpose. Use a bucket, not a hose, on water taps.

Violation notices will be issued to the owners of all cars in violation of regulations.

Violations. Upon receiving a Seminary Motor Vehicle Violation Notice, the vehicle owner must, within ten (10) days, pay the \$2.00 fine or appeal the summons in writing through the Business Office to the Automobile Violations Review Committee.

Schedule of Fines: First two violations: \$2.00 each; second two violations: \$5.00 each. The fifth and any additional violations: \$10.00 each.

Any unpaid student summons and late charges not settled after thirty (30) days will be charged to the student's Seminary account, thereby requiring payment prior to subsequent semester enrollment or graduation, or, in the case of employees, deducted from the next paycheck.

Cars not identified by Seminary parking stickers which are involved in repeated parking violations will be towed to a nearby public garage at the owners' expense.

Appeal Procedure. The letter must note the name of the vehicle owner, the parking permit number, violation(s) stated on the summons, and grounds for the appeal. Appeals will be reviewed promptly.

ly, and a written advice of the Committee's action will be sent to the petitioner.

SNOW POLICY

Following is a guide for members of the Princeton Seminary community during periods of snow and ice emergencies:

In the event of such conditions, all classes will be cancelled, and administrative offices will be closed. Should these conditions become severe on weekends or overnight, an announcement of closing will be made on Radio Station WHWH. If conditions develop during the day, when classes are in session and offices open, such announcements will be made in each classroom and office, the dining hall and the Library.

During periods of such snow/ice emergencies every effort will be made to: keep the Library open, maintain Food Services, and cover the Switchboard so that it can serve as an information center.

In the absence of emergency announcements, faculty, students and employees should assume that the Seminary is not closed or closing and proceed according to their normal schedules.

During such periods NO vehicle is to be parked on any campus roadway. It is the responsibility of the owner of a vehicle to be alert to storm warnings and to remove his or her vehicle to the appropriate parking area *before* severe weather sets in. Any vehicle parked on campus roadways during a snow emergency which reasonably could have been removed and which impedes the clearing of snow and ice will be towed away at the owner's expense.

DORMITORY REGULATIONS

Dormitory rooms are provided by Princeton Theological Seminary for those enrolled as full-time students. Rooms are for occupancy solely by the student(s) assigned and may not be sublet without the written permission of the Director of Housing. Overnight guests must be registered with the Director of Housing. Contracts for rooms are based on the charges specified in the Seminary catalog, and the rental period extends from mid-September to the end of May. Dormitories are open for regular occupancy from the Monday preceding the beginning of classes through Commencement. All rooms must be vacated by the day after Commencement. Any exception to this regulation must be approved in writing by the Director of Housing. Dormitory occupancy will not be available during the summer except for regularly enrolled summer students.

Furnishings include bed, mattress, pillow, bureau, chairs, table, mirror and bookcase. In signing the agreement the student accepts the responsibility to care for the room and its furnishings. An inspection will be made of each room about mid-April or upon notice of termination of the contract. The cost of repair or re-

placement beyond normal wear and tear will be billed to the student. Cleaning equipment, such as a dry mop, broom, dust pan, brush and sweeper, will be provided by the Seminary in designated locations in each dormitory. Maid service is *not* provided.

All students are requested to observe the following:

SECURITY

Each student should be alert to the need for room security at all times. Doors and windows should be locked when the room is vacant. Money or other valuables should not be left unsecured, even if leaving a room briefly. Please report any suspicious persons or events to the Director of Housing or, in his absence, to the Business Manager.

DO

Exercise care to prevent fires.

Know location of fire exits.

Know location of fire alarm stations.

Exercise care in the use of electrical appliances.

Iron clothing only in the areas specifically provided for that purpose.

Secure telephone installation applications at the Office of Housing.

Keep food for snacks well protected from ants and other insects.

Empty trash in the designated location on your floor.

Separate paper from cans and glass.

Check with your custodian to borrow a dry mop or sweeper.

Report presence of roaches, ants or other pests to Director of Housing. A professional exterminator is employed on a monthly call basis.

DO NOT

Run extension wires under rugs.

Use light fixtures which exceed a total of 250 watts in single-occupancy rooms or 500 watts for double-occupancy rooms.

Cook in dormitory rooms.

Tamper with fire equipment.

Move furniture from one room to another.

Use water beds.

Use ordinary nails or tacks to hang pictures.

Use scotch tape on walls; it tears paint from plaster.

Bring pets of any kind into dormitories or classrooms.

Store anything on the outside window sills of dormitories (bottles, foods, etc.)

Park cars in restricted areas or on campus roadways overnight.

Store, use or carry inflammable liquids in dormitories.

PROHIBITED

Electric refrigerators, ice boxes, hot plates and other large appliances.

Dormitory Closings

Dormitories are normally closed from the day after Commencement until the official opening day in September.

Alexander Hall and Brown Hall will be closed and locked during the stipulated Christmas recess. Should any residents of these buildings be required to stay in Princeton during that period, they must make arrangements with the Housing Office for temporary quarters.

EMERGENCIES

Fires should be reported immediately, first to Princeton Borough Police, 924-4141, then to Mr. Lawder, 921-6180 and/or Mr. Reed, 924-8870.

Police (and Fire) call boxes are located near: Hodge Hall, Speer Library, Payne Hall and Tennent Hall.

Should there be a plumbing, heating or electrical emergency please telephone the following in order:

Stanley McKaig, Superintendent of Grounds and Buildings — 921-1097

Denman F. Bevis, Plumber — 466-3643

Walter Mazurek, Maintenance Supervisor — 882-0952

Theft, or matters of security emergencies, should be reported immediately to:

William E. Lawder, Treasurer and Business Manager — 921-6180

Clarence E. Reed, Director of Housing — 924-8870

All normal maintenance requirements relating to the buildings and grounds should be reported to the Superintendent of Grounds and Buildings during working hours, 8:30—4:30, Monday through Friday.

If you wish your room assignment changed, please either see the Director of Housing or send a written request. Prompt action will be taken within space limitations at that time.

A limited number of guest facilities are available at a nominal

charge. Reservations and keys for these accommodations are available only during regular office hours. Visits to the Seminary campus by youth groups and other organizations must be arranged for in advance with the Director of Housing, whether the Seminary is in session or not. The host will be given instructions regarding meals, rooms, parking and facilities available on campus. *If meals are involved, arrangements must be made at least one week in advance.* It is important that these steps be followed, so that visitors are not embarrassed by lack of arrangements and conflicting schedules.

Information regarding the spring room drawing is circulated in March each year, and a list of available rooms is posted prior to the established date in early May. The drawing is conducted on a priority basis, with new upperclassmen, graduates and Seniors drawing first and Middlers drawing in the second group.

IDENTIFICATION CARDS

An individual identification card is issued to each student, faculty member and administrator. Each card is to be used only by the person whose name appears on its face and should be carried at all times. The Princeton Seminary card must be presented when borrowing books from either Speer Library or Firestone Library at Princeton University.

Each student card is issued for the period during which he or she is expected to be in residence at Princeton Theological Seminary. The following schedule shows the dates of issue, periods of use and dates of expiration according to programs of instruction:

| | <i>Issued</i> | <i>Period</i> | <i>Expiration</i> |
|--------|---|---------------|---------------------------|
| M.Div. | At time of registration | 3 yrs. | Expected graduation date |
| M.S.W. | At time of registration | 4 yrs. | Expected graduation date |
| M.A. | At time of registration | 2 yrs. | Expected graduation date |
| Th.M. | At time of registration | 1 yr. | Following June |
| Ph.D. | At time of registration | 2 yrs. | Expected end of residency |
| D.Min. | At time of registration for commuter workshops | 2 yrs. | Expected end of workshops |

Identification cards should be picked up at the Business Office at the time of registration or payment of fees.

Cards for faculty members and administrators are issued each September 1 and are valid for one year.

MAIL

Each student should arrange to have his or her incoming mail addressed to the individual room number, name of dormitory, Princeton Theological Seminary, Princeton, New Jersey 08540. The

United States Postal Service delivers all U.S. mail directly to the student rooms in Hodge Hall. All other dormitories have designated locations for mail delivery.

Individual mail boxes in the basement of Hodge Hall will be assigned to all regularly matriculated students living off campus, including doctoral students in residence. Mail addressed to off-campus students which comes to the Seminary will be placed in these boxes. We urge you, however, to notify all correspondents of your present residence, as these boxes are intended only for intra-Seminary mail. *Most official Seminary correspondence, including that for which a response is required will reach the student through these boxes and he or she is responsible for collecting the material from the boxes in a timely manner.*

Summer Mail for students expected to return to Princeton Seminary in the fall term will be held in the mail room and delivered to their rooms or to their Hodge Hall boxes in September, when classes begin, *unless* a summer address form has been left with the Office of the Registrar. If a student has provided the properly completed address form, all *first-class mail* will be forwarded. All mail other than first class will be held until September.

Students Not Returning to Princeton Seminary in the Fall. Students graduating or planning not to return to Princeton Seminary in the fall should complete change of address forms at the Princeton Post Office. All mail *for graduates* received at the Seminary will be readdressed by the Alumni Office. All *first-class mail for non-graduates* will be forwarded to the addresses on file with the Office of the Registrar; *mail other than first class* will be returned to the senders.

It is important that all alumni/ae keep the Alumni Office advised of their current addresses at all times.

TELEPHONES

Any student who wishes a telephone installed in his or her Seminary room must obtain an application from the office of the Director of Housing, Hodge Hall.

SMOKING

Smoking regulations vary for the different campus buildings. Please do not smoke in areas which have "No Smoking" signs. Students are reminded that smoking is not permitted in Speer Library except in lounges where "Smoking Permitted" signs are posted. Smoking is not permitted in any part of Stuart Hall except the basement lounge.

NOTICES AND PICTURES

Post notices only on bulletin boards provided for that purpose.

Please do not post signs on doors or walls or nail placards to trees. Pictures, etc., are not to be taped to walls.

USE OF GROUNDS

Students may practice outdoor sports on the athletic field or between Brown Hall and College Road, *but not on the Seminary lawns at any time.*

USE OF RECORDING DEVICES

The Seminary regards as unethical and does not condone the personal use of recording devices in connection with public or course lectures or classroom discussions unless, in the latter case, they are specifically recommended by the professor. Where attendance upon a lecture is impossible, arrangements should be made to secure notes from one of the persons present. Only in the case of protracted illness or physical disability, where some form of recording is necessary, will the Speech Studios entertain a request for recording services. Where such special work is authorized and performed, charges become the responsibility of the student.

USE OF SEMINARY BUILDINGS

The Campus Center, with its dining rooms, auditorium, snack bar, lounges, guest bedrooms and rooms for faculty conferences, Student Council and group meetings, is a focal point for Seminary life. Its policies are determined by a committee. The authority in carrying out the policies in relation to the building also rests with this committee.

Because the Campus Center is a decisive factor in creating on the campus the spirit of Christian community, students are urged to avail themselves fully of the opportunities for corporate life in the dining room, lounges and recreation areas.

Reservations for rooms in which meetings are held are arranged through the office of the Director of Housing. Available rooms are Stevenson Lounge, the Auditorium and the Alumni and Student Council Rooms, when the latter two are not in use for classes, etc. It is the policy of the committee to keep the Main Lounge as a fellowship center. For preservation of both the rugs and the furniture, it is requested that the furniture not be moved. The use of the small dining room for teas or dinners must also be arranged through the Housing Office.

Reservations for group use of Erdman Hall Lounges must be cleared through the Director of Continuing Education.

Announcements in the dining room are made by students chosen by the Campus Center Committee. Announcements to be made must be written out in full and given to the student in charge.

These announcements must pertain to the student body and may be edited by the officiating student.

The Small Dining Room is for official functions with a minimum of 10 persons, not for private parties, and may be reserved through the Housing Office. Notice must be given *at least* 48 hours in advance to reserve this facility.

The Main Dining Room — Reservations for groups of 10 or more persons should be made at the Housing Office at least 24 hours in advance of the scheduled meal. 1979-80 Head Waiter: Susan C. Thomas.

Tickets indicating reservation and method of payment must be secured from the Housing Office for groups of 10 or more. Food service may not be available unless advance reservations are made. The Seminary welcomes groups, but our first responsibility is to those who are regular boarders.

The Campus Center Furniture, especially in the lounges, Alumni Room and Small Dining Room, should be treated with care and not moved without the approval of the Superintendent of Grounds and Buildings.

The Lounge Library is a non-circulating library, and books and magazines are to be read *in the Lounges only*.

The Bulletin Boards are for up-to-date notices by Seminary organizations and official groups. Arrangements for posting notices should be made through the Social Chairman. Notices must NOT be posted on doors, walls, etc.

Stevenson Lounge is dedicated to the memory of J. Ross Stevenson, second President of Princeton Seminary (1914-1936), whose portrait is hung over the fireplace. Designed as a meeting place for small informal groups, the room is now entered from the foyer and has been locked off from the Main Lounge, assuring that meetings in the Main Lounge will not be disturbed by traffic to and from Stevenson. The key is available in the Office of the Director of Housing, where reservations for the use of Stevenson may be made. To protect the furnishings it is requested that no food or beverages be brought into the room at any time, and that the furniture not be moved from its present placement.

Miller Chapel. The schedule of academic meetings in Miller Chapel (preaching sections, etc.) is arranged by consultation between the Registrar and the Professor of Preaching.

All arrangements, including finances, for the use of the Chapel for weddings and baptisms are made through the office of the Director of Housing.

Any group who wish to use the Chapel for other than academic

or official meetings should consult the campus appointment calendar maintained in the office of the Director of Housing.

The Professor of Preaching and Worship arranges worship programs for opening Convocation, Commencement and inaugurations; all-Seminary services of Holy Communion which involve special care of the silver vessels; and the program of extended services (including auxiliary arrangements for the guest speakers). He or she also has general oversight of the Chapel building, to avoid scheduling conflicts.

Because the Princeton Seminary campus lies open to the general public, it has become necessary to lock the Chapel doors at 10:30 P.M. on week days and from Friday evening until 8:00 A.M. on Monday.

Möller Pipe Organ and Music Rooms. The use of the Möller Organ in Miller Chapel is under the supervision of the Director of Music. In the absence of the Director of Music control is exercised by either the Professor of Preaching and Worship or the Business Manager. The Director (or alternate, as mentioned above) is expected to control the use of the organ by requiring a measure of competence on the part of guest organists for weddings and other special services. The priority for the use of the organ will be as follows:

- A. The Director of Music.
- B. Persons designated by the Director of Music as Assistant Organists for the stated Chapel services of the Seminary.
- C. Regularly enrolled students of Princeton Seminary and their spouses whose competence has been certified in writing by the Director of Music and who have paid in advance to Princeton Seminary Business Office a non-returnable fee of \$12.50 per semester.
- D. Individuals from outside the Seminary community who have been certified by the Director of Music and who are to play for weddings and other special services.

The Director of Music will provide a schedule for the use of the organ which will indicate when (1) the chapel organ is *not* available (when classes and/or regular rehearsals are being held in the Chapel), (2) quiet practice will be permitted (when classes and/or regular rehearsals are being held in the lower level of the building), and (3) there is open rehearsal time.

The Director of Music will have supervision over the Music Room on the lower level of the Chapel, as well as other pianos of the Seminary and all equipment related to them.

The hours for the rehearsal of groups under the direction of the Director of Music have precedence over interest groups which may request to use the Chapel and its facilities for their own rehearsals.

Request for scheduled rehearsal times should be made to the Director of Music.

Assistant Organists will be issued keys to the Chapel and to the organ. Others who have permission to use the organ, as described above, may check out keys in the Office of the Chapel Secretary, signing them out and returning them.

It is the responsibility of the person using the organ to make sure that the lights are turned off and the windows are closed when leaving the Chapel. If practicing is done at times when the Chapel is locked (see the schedule above), all the doors must also be locked.

The Charles G. Reigner Education Reading Room on the first floor of the Christian Education Building (100 Stockton Street) holds one of the finest available collections of materials for the practice and understanding of the educational ministry of the Church.

Included are important reference works in education and Christian education, more than 4,000 other books of contemporary educational interest, approximately 100 regularly received journals, and materials from more than 50 different Christian education curricula. A large pamphlet file contains materials on a wide variety of organizations and issues. A reserve shelf of all books required for Christian education courses is maintained, and books may be checked out overnight.

Of special interest to students in field work assignments is the large collection of audio-visual materials — filmstrips, slides, audio tapes, records, posters, pictures, simulations and games, and multimedia sets. A 70-page catalogue is available. A subject index file of the A-V materials is maintained. The Reading Room does not have films but maintains a large collection of film catalogues, and the staff can suggest appropriate sources. A-V materials may be used in the Reading Room. They may be checked out overnight or for the weekend for use in churches, for a small fee.

Also available for rent are reel-to-reel and cassette tape recorders, a carousel slide projector with filmstrip adapter, a filmstrip projector, a table-top filmstrip viewer, record players, film disc hand viewers, a 16mm film projector and a large portable screen.

All of the A-V materials and equipment may be reserved in advanced at the desk.

Also of interest to field work students will be the materials in youth ministry, worship and celebration, and adult study.

Members of the Reading Room staff are available to consult with students concerning resource needs for personal, group and church use. On prior arrangement, groups of church school teachers and others may be brought to the Reading Room for an introduction to the resources available there. Area churches are welcome to use the facilities.

Members of the Christian education faculty are also available for consultation on matters concerning resources and strategies in

the educational ministry of the Church.

The Reading Room is open Monday-Friday, 9-11 A.M. and 1-4:30 P.M.; and on Saturdays, 9:30 A.M.-1 P.M. Closed during all recesses and examination periods and on reading periods mornings. Books, periodicals and curriculum materials may be charged out for two weeks. Audiovisual materials and equipment may be taken out overnight or from Friday to Monday. Reserve books may be taken out at 4 P.M.; they must be returned before 1 P.M. the next day the Reading Room is open.

There is a charge of \$1 for A-V equipment and special collections; the fee for A-V materials is 25 cents. For over-due books and periodicals the fine is 5 cents a day; for reserve books, 25 cents an hour; for A-V equipment, 50 cents a day. There is a 25 cents notice charge. The maximum fine is \$3 per unit. 1978-79 Director: Kenneth W. Henke.

Speer Library. HOURS FOR SPEER LIBRARY are 8 A.M. to 11 P.M., Monday through Thursday; 8 A.M. to 10 P.M., Friday; and 9 A.M. to 4:45 P.M. on Saturday. The Circulation Desk closes at 10 P.M. on week days. Vacation hours are 9 A.M. to 5 P.M. on week days and 9 A.M. to 12 noon on Saturday. The Library is closed on most legal holidays.

A WARNING BELL will be rung fifteen minutes before closing time and again at closing time, immediately before the lights are turned off at the switchboards. Students are requested to leave the building promptly, while the lights are still on.

ALL BOOKS AND BRIEFCASES are inspected at the circulation desk as users leave the library.

THE NIGHT BOOK RETURN is at the left of the outer lobby of the main entrance. Books may be returned there when the library is closed. When the library is open, users are requested to return books to the main circulation desk.

THE COAT ROOM is near the main entrance. Coats, umbrellas and briefcases may be left there. Valuables may be checked at the circulation desk, if desired.

THE CARD CATALOG is on the right side of the main entrance hall as one faces the Reading Room. Students and visitors are requested not to use the pull slides of the catalogs, but to take the catalog trays to the consultation tables to avoid congestion at the catalog. Assistance in the use of the card catalog may be obtained from the reference librarian, across the foyer from the catalog, or from any other member of the library staff.

THE REFERENCE COLLECTION and the reference librarian's desk are on the left of the main lobby as one faces the main Reading Room. The reference librarian will be happy to assist in the use of the catalog, consultation of reference books and bibliographies and preparation of bibliographies and term papers. If the desk is not

staffed, students are requested to inquire at the circulation desk, where as much assistance as possible will be given.

All reference books (other than reference commentaries which may go out overnight) must be used within the library building, preferably near the reference area.

RESERVE BOOKS are placed in the stacks immediately outside the middle door of the main Reading Room. These books may be used anywhere in the building, but preferably in the main Reading Room. Students are requested to take only one reserve book at a time and to return it promptly to the shelves marked for returned reserve books. No more than two reserve books or reference commentaries may be borrowed for the night, at 9 P.M. (or at 3 P.M. Saturday); these must be returned to the circulation desk before 9 A.M. the next day the library is open. Charge cards for each book so borrowed must be filled out and left at the circulation desk before leaving the building. The fine for failure to return reserve books or reference commentaries on time is 25 cents for each book for each hour overdue.

REFERENCE COMMENTARIES, in the stack row west of the Reserve Books, are to be used under the same conditions as reserve books.

CURRENT PERIODICALS are at the south end of the main Reading Room. Approximately 300 periodicals are displayed here. Those which cannot be displayed, for lack of room, are shelved behind the main circulation desk, where students may ask for them.

RECENT UNBOUND PERIODICALS may be borrowed overnight on the same basis as reserve books. Old unbound periodicals may be borrowed for two weeks; they may not be renewed. The most recent number may be checked out on the same basis as a reserve book. *Bound Periodicals* are in the stacks on the second floor, south of the main aisle. They should be used in the library building if at all possible. If they must be borrowed, they may be taken for two weeks only; they may not be renewed.

THE BOOK STACK has three levels. On each floor the main aisle has all directional signs for the location of books on that floor. Pamphlets, marked Pamph. or P. in the call number on the catalog cards, are normally shelved in green boxes at the end of each classification section. Folios (except R and Z folios) are shelved in the basement, at the west end. R and Z folios are shelved at the end of the reference collection. Please do NOT reshelve books while browsing in the stacks; leave them on tables or flat on the shelves.

THE CARREL TABLES at the north and west ends of the stacks are free for all users of the library and will not be assigned to individuals. However, students may have assigned to them shelves in the stacks near the carrels. They may then keep such books as they wish to retain in the library building on the assigned shelves and use any carrel tables that are free when they are in the library

building. All library books kept on individually assigned shelves must be charged at the circulation desk. Books and periodicals not charged should be returned to the circulation desk or placed flat on tables or shelves in the stacks. Apply at the circulation desk for assignment of shelves.

THE GRADUATE STUDY ROOM for all graduate students is at the front of the building on the second floor. Shelf space will be assigned to each graduate student who wishes it; make your request at the circulation desk. Graduate students may keep their books in the room on the assigned shelves and use available space at the tables. All library books kept on assigned shelves must be charged at the circulation desk.

SEMINAR ROOMS are assigned to appropriate seminar classes each term, through consultation with the Librarian.

PRIVATE STUDIES, entered from the corridor of the gallery on the second floor, will be reserved for visiting scholars who can devote full time to advanced research. Application for their use should be made in writing to the Librarian.

THE GENERAL LOUNGE is on the second floor of the building. Smoking is permitted here. Lunches may not be eaten in the Lounge; if inclement weather makes it impossible to use the campus eating facilities, please inquire at the circulation desk for alternatives.

TYPING ROOMS are on the first floor of the building, at both ends of the row of carrel tables at the rear of the building; on the second floor, at both ends of the row of carrel tables and at the north end of the corridor opening into the seminar rooms. Typing room 216 at the south end of this corridor is reserved for Ph.D. candidates. Students may keep their typewriters on the tables; if they will be absent several days, they may prefer to check their typewriters at the circulation desk.

WASHROOMS are on the second floor, off the corridor leading to the seminar rooms. The classroom wing washrooms are on the first floor, on the north side of the lobby opening on Library Place.

CLASSROOMS 201, 202, 203 and 205 are on the second floor of the Library Place side of the building. Students who enter from Mercer Street may turn left in the outer lobby, without entering the library proper, and use the stairs to the classrooms.

A PASSAGE runs on the first floor from the Library Place lobby to the Mercer Street lobby. Students entering from Library Place may use it to reach the library proper. The more direct entrance to the library is closed when classrooms are in use, to prevent classroom noise from disturbing readers.

A PAY TELEPHONE is on the first floor, on the Mercer Street side between the main entrance and the stairs to the second-floor classrooms.

MESSAGES FOR STUDENTS in the library will be received and posted on the bulletin board at the circulation desk. Students cannot be paged except in emergencies.

THE ARRANGEMENT OF BOOKS for non-religious classes follows the Library of Congress system. The Library of Congress notation is also used for Church History, non-Christian religions and most Biblical studies. For other religious books the library retains a simple scheme of classification. A Summary of Classification is available at the circulation desk. The mimeographed Guide to the location of books will help the student find his way to the shelves where the various groups of books are arranged. In each classification books are usually arranged alphabetically by author or editor; in a few instances they may be arranged alphabetically by the series to which they belong (especially in A-3b and in II-1.2) or by the title of the book, if the author is not known.

Biographies in II-2 are arranged alphabetically by the subject of the biography; when there are several biographies of the same person, arrangement is alphabetical by author.

The bookstacks are open to all students. However, students are requested not to replace books on the shelves after inspection, but to place them flat on empty shelves, ledges or tables. An exception is books in reference collections, which should be re-shelved immediately after use.

RARE BOOKS, MICROFILMS and materials from special collections may be obtained at the circulation desk upon presentation of a charge card for the desired items. These materials must be used in the library and must be returned to the circulation desk before the reader leaves the building.

THE PROCEDURE FOR BORROWING BOOKS is: Obtain the book from the stacks, fill out a charge card and present both book and card at the circulation desk. Be sure to fill in on the charge card the full call number (copied from the inside front cover of the book), the author, and title (copied from the title page); and present your seminary identification card. The attendant will stamp in the back of the book the date when it is to be returned to the library. If a book is not found in its proper place on the shelf, please inquire at the circulation desk. The attendant will report to you if the book is charged out and will ask you to fill out an application for it. You will be notified by mail when the book has been returned to the library.

Please charge out books not later than 15 minutes before closing time.

Most books, including the new ones, circulate for a period of two weeks. Those which do not circulate include reference works; rare books; many old folios and, in certain collections, some expensive sets. New books circulate for a period of two weeks. Regulations on periodicals and reserve books are noted above.

FINES are charged at the rate of 5 cents a day for overdue books

from the general collection not returned to the desk by closing time on the date due. Reserve books and overnight books due at 9:00 A.M. are charged for at the rate of 25 cents for each book for each hour overdue.

IBM II COIN-OPERATED COPY SERVICE is available to patrons who wish to make photocopies of library material in the public domain and single copies, within the provisions of the principle of fair use, of copyrighted material. The staff can also make arrangements for microfilms of library books and photographs of plates.

THE PRINCETON UNIVERSITY LIBRARY lends books to Seminary students who present Seminary identification cards. Any books available to other users, other than those in the Dixon Collection, may be borrowed; they may be used only locally, so that they remain immediately available to Princeton University users. Any change of address or telephone number must be reported to the Circulation Desk at Firestone Library.

WHITELEY GYMNASIUM. Whiteley Gymnasium, at the corner of Stockton Street and Hibben Road, is available to the Seminary community Monday through Friday from 8:00 A.M. to 11:00 P.M. and, upon special arrangement, on Saturday. It may not be used at any time on Sunday.

Seminary students may use the facilities on an individual basis at any time during the hours listed above; group activities must be scheduled with the Athletic Director.

Other members of the Seminary community may use the gymnasium on an individual basis at any time. *However, any member less than 18 years old must be accompanied by a member of the Seminary community over 18 years of age;* this may be either a Seminary student or the parent. The adult must be present throughout the time of use.

Any other members of the Seminary community who wish to use the gymnasium on a group basis should arrange the schedule with the Athletic Director. If minor children of faculty, administration or students schedule group activities with the Director and receive permission to use the facilities, the adult sponsoring the event must be present at all times the group is there and take full responsibility for the group.

Use of the gymnasium by outside groups, whether or not sponsored by some member of the Seminary community, must be scheduled by the Athletic Director. They must also clear insurance coverage with the Director of Housing; all such groups must submit in advance of use certification of \$100,000-\$300,000 liability insurance in favor of Princeton Theological Seminary.

Keys may be obtained from the dormitory representatives or at the reception desk in Speer Library. Each key must be signed out

and signed in upon return to the issuing agent. Individuals using Whiteley Gymnasium are responsible for preventing unauthorized groups from entering during their use and for locking up when they have finished.

These regulations are designed to permit use of the gymnasium facilities by all members of the Seminary community, and the cooperation of each individual member is solicited. Outside groups or non-members of the Seminary community who disregard these regulations will be denied further use of the gymnasium. 1979-80 Chairperson: Dennis W. Molnar.

USE OF SEMINARY FACILITIES

Following are some guidelines with respect to the use of Princeton Theological Seminary's resources insofar as political programs or activities are concerned. These guidelines are designed as a temporary statement and will be put in final form upon receipt of the results of further study by our legal counsel. Princeton Seminary facilities and resources have been established and can be used only for educational purposes and may not legally or morally be used for partisan political purposes, including campaigning.

In order to provide a clear understanding of the separation of Princeton Seminary's educational programs and any organized political activities and to assure that political campaigns and election activities will in no way be supported by Seminary resources, the following guidelines should be strictly adhered to:

1. The Seminary name or seal cannot be used on stationery intended for political purposes. This would include, but not be limited to, the solicitation of funds or carrying on of a political campaign.
2. No Seminary office or facility should be used as an official mailing address for political correspondence. The name of the Seminary should not be used in such correspondence either in the address or in the body of the material, and titles designating the normal association of the individual with the Seminary should not be used in such correspondence.
3. Seminary facilities must not be used for political purposes or campaigning.
4. Employees of the Seminary must not be asked to perform tasks relating to partisan political activities while on regular duty at the Seminary and, as mentioned above, Seminary administration and faculty offices should not be used for this purpose.
5. Faculty and staff have an obligation to perform normal re-

sponsibilities, and participation in partisan political programs should not be at the expense of these responsibilities.

6. *Reservations for use of space must be made at the Housing Office in the master calendar book.*

CAMPUS ORGANIZATIONS

STUDENT GOVERNMENT

STUDENT GOVERNMENT MEMBERS, 1979-80

Senior Representative — Catharine E. Grier

Middler Representative — Brian K. Blount

At-Large Representatives — Mark C. Carlson, Cass L. Shaw, Mark P. Thomas

Co-Chairpersons — Mark C. Carlson, Catherine E. Grier

Treasurer —

International Student Association Chairpersons — Maxwell L. Champion, Charles C. Amjad-Ali

Women's Center Coordinator — Laurie J. Ferguson

Association of Black Seminarians President — Curtis A. Jones

Representatives for the Junior and Th.M. classes are elected in the fall.

CONSTITUTION

OF THE STUDENT BODY OF

PRINCETON THEOLOGICAL SEMINARY

I. ORGANIZATION

A. PURPOSES OF THE STUDENT GOVERNMENT

The Student Government of Princeton Theological Seminary shall coordinate student activities and concerns, shall represent students in contacts with Princeton Theological Seminary faculty and/or administration, and shall facilitate student involvement in non-seminary organizations and interests.

B. STUDENT BODY

The Student Body shall consist of all regularly admitted students, except Doctoral candidates, who are currently

enrolled and paying either the Basic or the Comprehensive Fee.

C. STUDENT GOVERNMENT

1. Membership

The Student Government shall consist of ten co-equal members which shall have its members elected as follows: Three members shall be elected at large by and from the student body. Four of the remaining members shall be elected one each from the Junior Class, Middle Class, Senior Class, and Th.M. Candidates by their respective constituencies. The remaining three members, representing the Association of Black Seminarians, the International Students Association and the Women's Center, shall be elected by their respective constituencies. All elections will be under the supervision of the Student Government.

2. Organization

- a. The member of the Student Government elected from and by the Senior Class shall convene the Student Government and shall act as moderator until that body determines its operational structure and procedure, which shall be the initial business of the body.
- b. The Student Government shall annually determine its own internal organization and shall assign specific responsibilities accordingly.

D. PLANNING BOARD

1. The Planning Board shall consist of one representative from each student organization in the Seminary community.
2. Within one week after the April election each student organization shall present to the new Student Government the name of the person who will represent that particular organization for the forthcoming academic year.
3. The new Planning Board shall be called into session within two weeks following the April election in order to plan the Student Government Budget for the forthcoming academic year.
4. The Student Government shall convene the Planning

Board within the first two weeks of each semester in order to coordinate student activities.

5. The Planning Board may be convened at any time by the Student Government for consultative purposes.

II. FINANCIAL

- A. The Student Government shall prepare the Student Government Budget in consultation with the Planning Board.
- B. The Student Government shall have final approval of the budget and expenditures.
- C. The newly elected Student Government shall immediately be responsible for any financial commitments for the forthcoming year.
- D. The Student Government shall select a person from among its members to coordinate financial recordkeeping and transaction with the Treasurer of the Seminary.
- E. The Treasurer of the Seminary shall be authorized to pay out money from the Student Government Account by the receipt of a T-1 (Order on the Treasurer) Form properly filled out and signed by the Student Government Treasurer. (ref. sec. II D above)
- F. The Student Government shall present a financial record including all monies budgeted, disbursed and remaining in the several accounts to the Student Body in December and April.

III. OPERATIONS

A. MEETINGS

1. The Student Government shall hold regular montly meetings. Such meetings shall be announced one week in advance of the scheduled meeting by notice in *The Wineskin*.
2. Special meetings of the Student Government shall be called with twenty-four hours' notice as follows:
 - a. At the request of at least two members of the Student Government; or
 - b. upon receipt by the Student Government of a petition requesting such meeting signed by at least twenty Seminary students.

3. In the case of either Regular or Special meetings, the agenda, time and place of the meeting shall be conspicuously posted at least twenty-four hours prior to the meeting.
4. A quorum for all Government meetings shall be six duly elected members.
5. The latest edition of "Robert's Rules of Order, Revised" shall be the rules governing all meetings.

B. ELECTIONS

1. Election Schedule

- a. The elections for Senior Class, Middler Class and the three At-large Representatives to the Student Government shall be held on the first Monday of April for the forthcoming year.
- b. The elections of the Junior Class, Th.M., Association of Black Seminarians, International Students Association and Women's Center Representatives to the Student Government and of the student members of the Seminary Conference shall be held on the second Monday of October for that academic year.
- c. Any vacancy in the positions listed in III B 1 a above, prior to the beginning of the school year, shall be filled by a special election held concurrently with the regularly scheduled October election.
- d. Any vacancy occurring during the school year shall be filled by a special election held within three weeks after the vacancy is declared by the Student Government.

2. Petition and Election Procedure

- a. Nomination to an elected office is made by petition. Petitions shall be made available at least seventeen days prior to the date of the election and an announcement of the election shall previously have been placed in *The Wineskin*, specifying where and when petitions may be picked up and returned.
- b. Any member of the Student Body, as defined in Sec. I B above, who is not on academic probation and can serve for a full academic year is eligible to be nominated for a position.

- c. The petition shall read as follows:

"We the undersigned request that the name of _____ be placed on the Student Government ballot to represent the:

Junior Class _____ Th.M. Candidates _____

Middler Class _____ Students-at-large _____

Senior Class _____"

or:

"We the undersigned request that the name of _____ be placed on the Seminary Conference ballot to serve from the:

M.Div. Program _____

M.A. Program _____"

- d. Each petition must be signed by at least fifteen members of the group to be represented.
- e. An individual may be nominated for no more than one Student Government position.
- f. Each returned petition shall be accompanied by a one-page single-spaced typed personal statement outlining past involvement with student affairs and the dominant concerns which lead the candidate to seek office.
- g. The deadline for petitions and biographical sketches shall be ten days before the date of the election.
- h. Student Government shall also arrange a public meeting at which candidates shall address students and answer questions. Minutes of this meeting are to be kept along with the regular Student Government minutes.
- i. On election day balloting shall be held for at least one hour in each of the following places: the Campus Center during lunch; the Library; and the Princeton-Windsor Apartments.
- j. The Student Government shall be responsible for implementing the election procedure, tallying the votes and announcing the results.

- k. Any otherwise eligible student desiring to be elected to an office but who has not submitted a nomination petition and biographical sketch by the deadline in III B 2 g is entitled to be voted for as a "write-in" candidate. Each ballot category shall provide a space where such a candidate's name may be written in by the voter.

3. Term of Office

- a. Representatives elected on the first Monday of April shall take office on the last day of that spring term and serve until the last day of the following spring term.
- b. Students elected on the second Monday in October shall take office upon their election and serve until the last day of the following spring term.

4. Recall of Student Government Member

- a. An elected Student Government member can be recalled by presenting to the Student Government at a regular meeting a petition requesting his/her recall, giving the reasons for such a request, and signed by $\frac{2}{3}$ (two-thirds) of the students from the constituency which elected him/her.
- b. Upon the receipt of such a petition, the Student Government shall validate that the required number of signatures has been presented, declare the position vacant and schedule a Special Election to fill the position.

C. AMENDMENT(s) TO THE STUDENT CONSTITUTION

1. A proposal to amend the Constitution can be initiated on petition to the Student Government by fifty (50) students or four Government members.
2. The proposed amendment(s) to the Constitution shall be presented by the Student Government to the Student Body at a meeting called within two weeks after the Government meeting at which it was received.
3. A two-thirds majority of those Seminary students voting in a seminary-wide ballot shall be required to amend the Student Constitution.
4. A vote on the proposed amendment(s) may not be scheduled less than seven days nor more than twenty-

one days after the Student Body meeting at which it was presented.

D. RECORDS MAINTENANCE

1. Minutes of all Student Body and Student Government meetings shall be kept and shall include in addition to the record of the actions taken the number of members present, the time and place of the meeting, and a statement that the meeting was duly called. (ref. sec. III A 1&3)
2. Using accepted accounting practices, financial records shall be maintained reflecting the status of receipts and disbursements with regard to the budget. Such status shall be reported at the regular meetings of the Student Government and shall become a part of the minutes.
3. A summary of both Student Government and Student Body meetings shall be printed in *The Wineskin* immediately following the dates of the meeting(s).

ACTIVITIES

Several political and interest groups function in a loose relationship with the Student Government. Each group has its own leader, but most of them are at least partially supported by student government money. It is expected that from time to time new groups will form to carry out specific tasks or to act in response to specific concerns. A major function of the Student Government is to facilitate the ministry to students by these existing and emerging groups.

The Association of Black Seminarians is an organization whose main concern is with the unity of black people. The means by which we attempt to obtain this unity is through such things as the enhancement of our cultural awareness, a broadening of our theological ideologies from the black perspective, and an attempt to make more relevant the role of the ministry and the Black church in the community.

OFFICERS — 1979-80

President — Curtis A. Jones
Vice-President —
Secretary-Treasurer —
Corresponding Secretary —

The International Students' Association is the organization of students and visiting fellows who come to Princeton Theological

Seminary from countries other than the United States. The Association provides international students with orientation assistance, social and cultural activities and a forum for discussing issues of international interest. The Association also encourages dialogue among international and American Seminary students and the Princeton and wider church communities. An Executive Committee of twelve plans such monthly activities of the Association as supper meetings, lectures, retreats and theological and political discussions, all open to the whole Seminary community. A committee of four members works with the Administration in the interests of the Association.

OFFICERS — 1979-80

Co-chairpersons — Maxwell L. Champion, Charles C. Amjad-Ali

Koinonia is the organization of doctoral candidates in the four departments of the Seminary. Its purpose is to provide a forum for discussions of scholarly interest for its members, the faculty and invited guests. Monthly meetings are held at which outstanding persons from the Seminary faculty and from the wider scholarly community are invited to discuss topics of pertinent interdisciplinary concern. In recent years, speakers have included Paul Lehmann, Wolfhart Pannenberg, Juergen Moltmann and Maggie Kuhn. In addition to the meetings of the entire doctoral students' community, several of the departments schedule regular meetings of a more specialized nature for their members and faculty. *Koinonia* also assists the Ph.D. Office in its annual new students' orientation, and represents the doctoral student body in the Seminary student government.

1979-80 CABINET

| | |
|---------------------------------|------------------|
| President — | Larry L. Bethune |
| Vice-President — | Susanne Johnson |
| Biblical Dept. Rep. — | |
| Theology Dept. Rep. — | |
| Church and Society Dept. Rep. — | |
| Practical Theology Dept. Rep. — | |
| Church History Dept. Rep. — | |

Prayer and Praise Fellowship includes students and their spouses who gather for informal sharing, fellowship, prayer and praise. It is open to people of all theological perspectives; the agenda is encouragement of personal spiritual growth and cultivation of Christian community. 1979-80 Coordinators:

Princeton Seminary Women is an action-oriented group concerned in the life of Princeton Seminary. To its weekly meetings any woman may bring topics for discussion and action. Varied projects include academics, field education, admission policies, married-student life, the changing role of women in the Church,

married-student life, the changing role of women at the Seminary, procurement of speakers and special interests. PSW sponsors women speakers both for the entire Seminary and for the Tuesday evening meetings. Its publication, "PSW NEWS," is sent to women students, faculty members and staff members, as well as student and faculty wives. The organization provides a supportive sisterhood for women interested in the Seminary to feel, speak and act. For more information, a note may be placed in the PSW mailbox at the switchboard at any time during the academic year.

1979-80 Coordinator: Laurie G. Ferguson.

THE CONSTITUTION OF THE WOMEN'S CENTER OF PRINCETON SEMINARY

I. PREAMBLE

We believe that those who are part of the Kingdom of God are necessarily workers for the establishment of that Kingdom on earth. The Women's Center is a group of women committed to bringing about God's justice on the Princeton Seminary campus and in the Church.

We believe that women were created to participate fully in the joys and responsibilities of life.

The Women's Center will seek to be responsive to the political and emotional needs of Seminary women so that we may become the women we have been called to be.

II. STRUCTURE

The Women's Center comprises all the women in the Princeton Theological Seminary community.

Leadership and direction shall be the responsibility of the Women's Center Board, chaired by the Coordinator of the Women's Center.

MEETINGS

Board meetings shall be held weekly, and all Board members are expected to attend.

Meetings are open to all women connected with the Seminary. Only Board members and the Coordinator shall have voting power in the decision-making process; each shall have one vote, and decisions shall be arrived at by a simple majority.

ELECTION PROCEDURES

The voting constituency for elections of Coordinator and Board

members shall consist of those women willing to participate in Women's Center activities for the coming year and committed to the goals of the Women's Center.

Voting shall proceed by secret ballot.

In the Case of the Election of Coordinator or one Board Member: Voting shall be done by ranking, in order of preference (i.e., 1st choice, 2nd choice, 3rd choice, etc.), all the candidates.

The votes shall be tallied as follows:

1. The number of 1st choice votes each candidate receives shall be tabulated.
2. In the event of a tie, all the ballots from the losing candidates shall be retabulated, this time counting 2nd choice votes. 3rd, 4th or more choices shall be tabulated in the event of recurring ties, until a candidate is elected by a simple majority.

In the Case of Two or More Open Positions:

The voting shall proceed as above (i.e., ranking by order of preference) with the stipulation that voters give #1 preference to the same number of candidates as there are positions open.

III. COORDINATOR

ROLE

The Coordinator will be responsible to the changing needs of the Board, and of the women involved in the Center.

She will be guided by the goals of the Constitution, and her primary task is to help the Board interpret them.

The Coordinator is the administrator for the Board. It is her task to keep the papers and the history of the Center up to date, and to maintain the files of the Women's Center. This responsibility may on occasion be delegated.

The Coordinator will be a member of the Faculty-Student Committee on Women and Ministry.

The position will be funded by the Seminary, and the Coordinator will be responsible for a minimum of 10 hours of work per week.

ELECTION

The election of the Coordinator shall be subject to the following rules:

The Coordinator will be a woman student who is either a mid-dler or a senior.

By the first of April each woman who is interested in the position of Coordinator will submit to the Board a letter of intention stating her vision and goals for the following year.

During the second week of April a meeting will be held, open to all women connected with the Seminary: students, wives, faculty, staff and administrators. Before the meeting, the names and letters

of the candidates will be posted publicly. The letters will be read at the meeting, and a question and answer period will follow.

If the Coordinator cannot complete a term, her replacement will be chosen by the Board, regardless of class.

Her election will follow the guidelines set up in Section II.

IV. THE BOARD

ROLE

The Board will consist of those women who are willing to pledge themselves to a weekly business meeting, and who will, in addition, be involved in executing programs and activities, amounting to approximately 10 hours per month.

The Board will interpret and implement the goals outlined in the Constitution and will provide leadership for activities on campus. The Board will be sensitive to the needs of women and will serve to articulate those needs to the administration and the community.

ELECTION

The Board will consist of not more than 12 women, and not fewer than 6, during any given year.

Two positions on the Board will be reserved for any interested wife or minority woman: If more than one woman is interested, the Board and Coordinator for the previous year will choose the woman to fill each position.

If these positions are not filled, they will be open in the general election.

Two positions will remain open until the fall to be filled by junior women.

Women interested in serving on the Board will give their names to the newly elected Coordinator by the third week in April.

There will be an election if more than 10 women are interested in committing themselves to serve on the Board.

In the case of an election, a slate of names will be posted. An open meeting will be held the fourth week in April.

V. FIVE YEAR PURPOSES AND GOALS

The Women's Center will seek to nurture and support the women students of the Seminary and be responsive to the needs of the women involved in Seminary life, i.e., wives, faculty, staff and administration. This may take the form of support groups, peer counseling, speakers, programs, the fostering of one another's gifts, information and referral to the Princeton community, etc.

The Women's Center will be actively involved in the recruitment of women faculty and administrators.

The Women's Center will continue to stress the importance of inclusive language in the Seminary and in church life.

The Women's Center will work in coordination with other campus organizations for the creation of a Seminary grievance process whereby grievances can be heard and responded to.

The Women's Center will be committed to working for the placement of Seminary women in leadership positions in the Church, i.e., pastorates, administrative positions, professorships, etc.

The Women's Center will continue to work for the recognition of women's scholarship and academic abilities in the classroom.

The Women's Center will be committed to incorporating women's scholarship in the Seminary curriculum and in lectureships.

The Women's Center will be committed to the education of the Seminary community concerning feminist Christianity and the emerging role of women in the Church.

The Women's Center will be committed to a political awareness and involvement in national and international women's issues, not only in the Church, but also in the world.

The Women's Center will be a resource and support for women clergy and laywomen in our area.

VI. REVISIONS

Any revisions of the election processes (Sections II, III, and IV) must be approved by the unanimous consent of the Board.

The five-year goals are a guideline to provide continuity and direction. They can be revised and added to with the consent of a majority of the Board. Deletions must have the support of two-thirds of the Board.

The entire Constitution is subject to re-evaluation and rewriting in five years (1978-84).

The Social Action Committee is concerned with proclaiming the Good News of the freedom and equality received by each human being in Jesus Christ. Inherent in this freedom and equality is the responsibility to become actively involved with the attitudes and/or structures seen in the world which deny or limit the self-determination of people. The Social Action Committee seeks to raise the awareness and encourage the participation of the Seminary community in this endeavor by meetings, lectures, discussions and programs promoting true dialogue between people. This is done in an attitude of confession and witness to the liberating, transforming and reconciling presence of God with creation. 1979-80 Co-moderators: Peter G. Ferriby, Herbert F. Mayne, Jr.

TANAK. Fellowship of graduate students and faculty in Old Testament studies. 1979-80 Coordinator:

The Theological Forum is a group of primarily (but not exclusively) evangelical students of Princeton Seminary who meet Wednesday afternoons to lunch together and to listen to a brief

presentation by a faculty member or guest speaker on a topic of contemporary concern to the Church. The meetings are open to all the Seminary community, as well as the general public. Lunch with our guest speaker begins at noon in the Campus Center Auditorium, and the lecture is between 12:45 and 1:30, approximately. The topics of forthcoming meetings are posted around campus, and advertised in *The Wineskin* and several local papers.

1979-80 OFFICERS

| | |
|-----------------------------|---|
| President — | Benjamin A. Borsay, J.D. |
| Secretary-Treasurer — | Bruce A. Hedman, Ph.D. |
| Corresponding Secretaries — | Douglas S. Barranger Michael W. Holmes Jack Shedd Jerry L. Walls Kathleen R. Willms |

The Viewpoint is an informal journal of opinion which does not represent official Seminary policy or opinion, but is intended to offer a forum of frank and creative discussion. It publishes essays, poems, criticism and comment by students and faculty.

1979-80 Editors: Gregory W. Hall, Robert T. Carlson, Jr.

Other student-led committees function to fulfill specific community needs.

The Athletic Chairperson(s) conducts a program of sports and recreation to meet the needs of students who prefer individual participation. The daily exerciser and the "once in a while" player will both find opportunities for using the Seminary facilities.

The gymnasium, located on the Tennent Hall campus, includes squash and handball courts, exercise room, locker and shower facilities, basketball, volleyball and badminton facilities, and an athletic field. Special membership rates have been arranged at the local YMCA for students who wish to use the Y's pool.

Intramural competition includes touch football, basketball and softball. Squash and handball ladders will be established. Students who wish to use any of the facilities on an individual or informal group basis will find the gym open from 7 A.M. to 10 P.M., Monday through Friday, and may make arrangements to use the gym on Saturdays according to the regulations. Keys may be secured from the dormitory representatives. 1979-80 Chairperson: Dennis W. Molnar.

The Chapel Group functions under the direction of the Faculty-Student Chapel Committee. (See also Chapel Worship.)

The Social Chairperson(s) functions as a resource for social action. The social chairperson will plan a number of Seminary-wide activities, such as picnics, major banquets, and the film series, as well as promote such small

group activities as splash and skating parties, informal dances and activities, stimulating small group recreation, serving as host for campus events, and coordinating the year's social activities. The Chair-square dances. The Social Chairperson will also work to inform the Seminary community of interesting events in the Princeton area and in New York and Philadelphia through regularly posted calendars. 1979-80 Chairpersons: Glenn B. Chalmers, Robert A. Garwig.

The Guide Service conducts tours of the Princeton Seminary campus, sets up luncheons and finds speakers for visitors from church and church-affiliated groups; welcomes lecturers and pre-seminary students; and assists faculty and administration members during heavily attended on-campus events. 1979-80 Chairman:

Any student interested in the work or concern of one or more of these groups is urged to contact the head of the group(s) or one of the Student Council members.

OTHER CAMPUS ORGANIZATIONS

The Princeton Seminary Conference

CHARTER

I

The Princeton Seminary Conference is established to consider and inquire into any question of Seminary concern, make recommendations to the appropriate decision-making bodies of the Seminary or the appropriate officers of the Seminary, and request a response from those persons or bodies.

II

- II.1 The membership of the Princeton Seminary Conference shall consist of:

The President of the Seminary

8 members of the Faculty

10 students from the M.A. and/or M.Div. programs, one of whom must be an M.A. candidate

2 members of the Administration

1 student from the Th.M. program

1 student from the Ph.D. program

2 alumni/ae of the Seminary

- II.2 The members of the Princeton Seminary Conference shall be elected in the following manners:

The Faculty and Student members shall be elected by their respective constituencies;

The Administration members shall be appointed by the President of the Seminary;
The Alumni/ae members shall be elected by whatever means is determined best by the Alumni Council.

- II.3 All members shall be elected annually for each academic year.

III

- III.1 The Chairman shall be a member of the Conference and shall be elected by a 2/3 majority of the Conference.
- III.2 The Chairman shall announce and moderate meetings and shall join with the Executive Committee to prepare the agenda of the meetings for the approval of the Conference and notify members.
- III.3 The Vice-Chairman shall be a member of the Conference and shall be elected by a majority of the Conference.
- III.4 The Vice-Chairman shall assume the duties of the Chairman in his or her absence and serve on the Executive Committee.
- III.5 The Secretary shall be a member of the Conference and shall be elected by a majority of the Conference.
- III.6 The Secretary of the Conference shall keep the minutes of all meetings, perform other duties appropriate to the recording secretary of a deliberating body, and be a member of the Executive Committee.
- III.7 A quorum shall consist of fifteen members, representing at least three constituencies.

IV

- IV.1 The Executive Committee of the Conference shall consist of the Chairman, Vice-Chairman, and Secretary of the Conference; the President of the Seminary; and two others elected at large and representing constituencies not otherwise represented.
- IV.2 The Executive Committee of the Conference shall set the agenda for the meetings of the Conference.

V

- V.1 The Conference shall meet once a month during the academic year, on dates set by the Conference.
- V.2 Special meetings may be called by one-fourth of the mem-

bership through petition to the Chairman, or by the Chairman together with two other members of the Executive Committee.

- V.3 A notice of the purpose of each special meeting shall accompany the announcement of such meeting at the time of its call, and no other business shall be transacted.

The Stewardship Committee enables the Princeton Seminary Community, united by its faith in Christ, to respond to human needs — local, state, national and international — with financial or personal assistance. The Committee also helps educate the community in Christian stewardship.

In late spring and early fall the Committee receives from faculty, students and administrators proposals outlining needs which the community can meet. From these proposals the Committee selects specific recipients for community assistance, usually with monies raised during the fall Stewardship Fund Drive. This concentrated one-week solicitation of money and pledges from faculty, students and administrators will be held in mid-October 1977. In the 1976-77 Drive nearly \$5,000 was collected, a record which we hope to break this year.

The Committee sponsors a Used Book Sale at the beginning of each semester. The proceeds are donated to a third-world seminary library. The \$260 raised in 1976-77 was sent to a Samoan seminary library, whose sole other income is \$500 annually; the gift was most welcome.

A Volunteer Clearing House operates throughout the academic year, providing student work-service assistance to organizations which need volunteer help and serving as a resource for youth group work projects.

The Christian Stewardship Education campaign, conducted each spring, makes students aware of specific areas of need and shows them methods of organizing and operating church stewardship drives.

Tentative Calendar, 1979-80

September — Deadline for funding proposals.

October — Fall Fund Drive.

February — Book Sale, Education Week.

The purpose of the Stewardship Committee is to increase community understanding of Christian stewardship while giving a practical demonstration of its powerful effects for God's world. Association brings its members a rich reward in interests, friendships and the satisfaction which comes with important accomplishment.

1979-80 Chairman:

OFFICES

BUSINESS

The Business Office of the Seminary is in the Administration Building. Payment of student accounts for tuition fees, rent or other charges may be made either by mail or in person at the Cashier's window between 10:30 and 11:30 A.M. and between 1:30 and 2:30 P.M., Monday to Friday, or on Friday from 4:00 to 4:30 P.M.

A Lost and Found Service for the Seminary community is provided by the Business Office.

CHECK CASHING

There is a Check Cashing Service at the Princeton University Store. A membership account with the University Store (\$10 refundable deposit required) will enable the student to cash checks in amounts of up to \$100 for a 50¢ charge each. To avoid inconvenience, students are urged to establish local banking arrangements in a timely manner.

STUDENT FINANCIAL AID

Students in need of financial aid, including grant, loan and employment assistance, are encouraged to investigate such possibilities with the Director of Student Financial Aid and Employment in Room 16, Administration Building basement. Normal hours are 8:30-12:30 and 1:30-4:30 daily.

Eligibility

Following are *qualification guidelines* which apply to funds administered by the Office of Student Financial Aid:

1. Seminary financial aid for all programs, except Faculty-awarded scholarship prizes for academic achievement and Doctoral fellowships, is based upon an evaluation of individual financial need.
2. Direct financial aid may include grant assistance, deferred loans or employment under the College Work Study Program, depending upon need, available funds, academic program and course load.
3. Seminary grant assistance is available to:

- A. Full-time M.Div. and M.A. candidates engaged in their initial professional degree programs (up to 3 years of basic program studies).
- B. International students engaged in Th.M., post-M.Div. or Ph.D. programs.
- C. Minority students engaged in Th.M. programs.
- D. Full-time Ph.D. students during the first 3 years of study.

Single students electing not to maintain full room and board in Seminary facilities when housing is available, and Summer

School students are not eligible for Seminary grant assistance.

Grant assistance is credited to a student's account on a semester basis and applied toward semester charges for tuition, fees, etc. Should a student's credits exceed charges, the credit balance will be paid in four equal monthly installments. *Should a student withdraw before completing a semester, grant assistance will be adjusted to reflect the actual enrollment period.*

4. Assistance from National Direct Student Loan funds is available to all students enrolled for at least half-time study in a degree program, as verified by the Registrar. Eligibility is determined by federal need analysis regulations and the limits of available funds.

Loan assistance from the Vocation Agency, UPUSA, as recommended by the Financial Aid Officer within the limits of allocated funds, is available for United Presbyterian M.Div. and M.A. candidates registered with or under the care of their Presbyteries.

[Certification and recommendations for other denominational and guaranteed loan programs not administered by the Seminary may be requested from the Financial Aid Officer.]

5. Employment funded through the College Work Study Program, while open to any student (who is a U.S. citizen or permanent resident intending to become a citizen) enrolled for at least half-time study, is normally coordinated with the Field Education Office, enabling students to pursue non-sectarian work of benefit to the public.

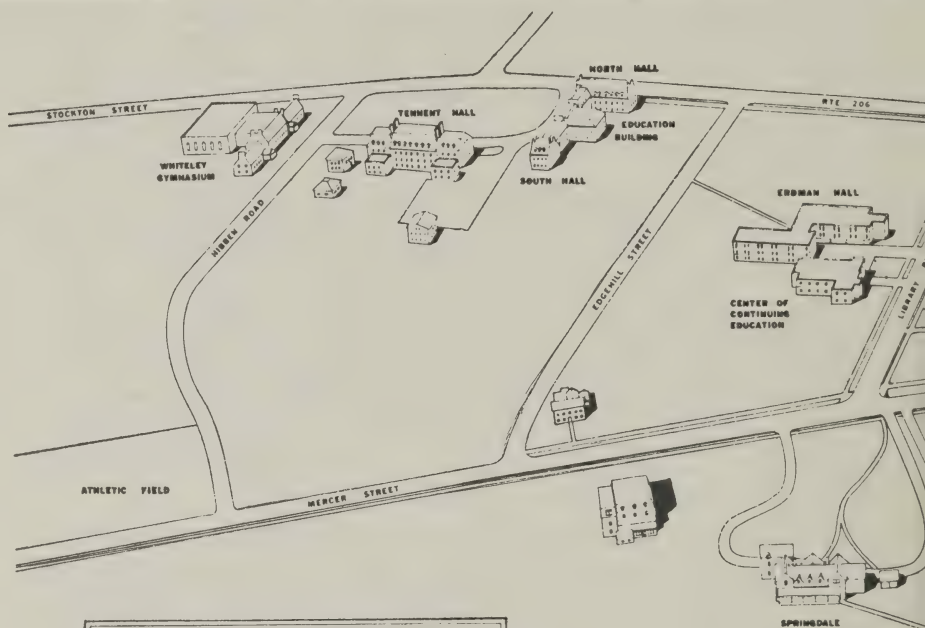
On-campus employment is open to all students, with priority for certain positions given to those who cannot secure field education placement.

Additional Information

More detailed written information concerning aid programs administered by the Seminary is available upon request from the Office of Student Financial Aid and Employment. This includes: appropriate application forms and procedures; criteria for selecting recipients, for determining award amounts and limits, and for initial and continued eligibility; payment arrangements, current direct costs and estimates of other typical costs; aid recipient rights and responsibilities.

Also available are selected listings of outside sources of grant and loan assistance, as well as information about non-Seminary employment opportunities in the area.

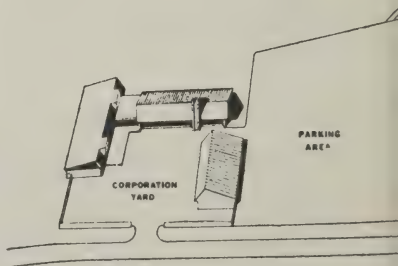
In addition, as mandated by federal regulations, summaries of student retention at the Seminary and placement and remuneration surveys of graduates are available upon request.

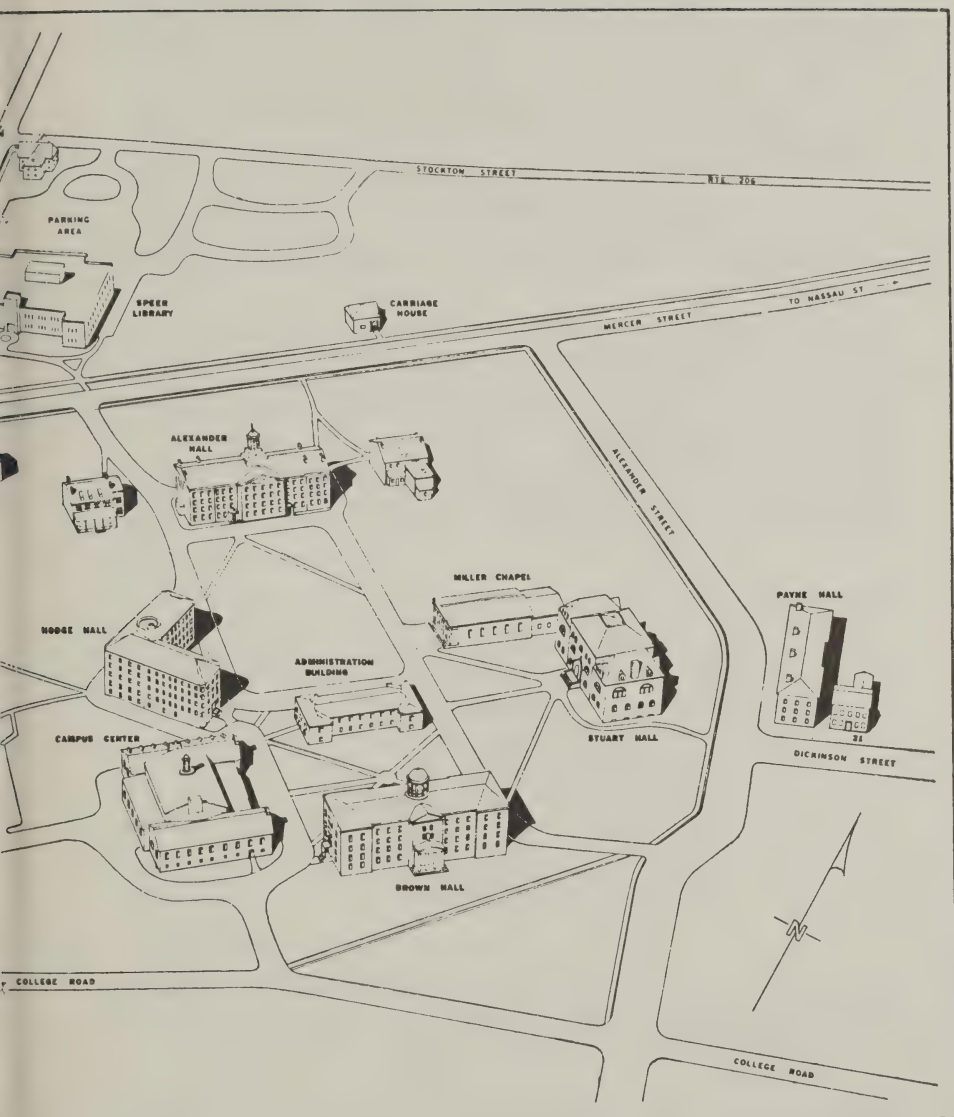


PRINCETON THEOLOGICAL SEMINARY

FOUNDED 1812

**PRINCETON, N.J.
08540**





STUDENT HOUSING

The Office of the Director of Housing is in 133-134 Hodge Hall. Office hours are 8:30-12:30 and 1:30-4:30 daily. All inquiries concerning accommodations in Seminary dormitories or apartments or for assistance in locating off-campus housing should be addressed to the Director. Dormitory regulations appear under Campus Regulations.

NOTE: Seminary insurance policies cover the Seminary physical plant only. Such policies DO NOT cover student and/or tenant personal belongings, furniture or valuables of any kind. It is strongly recommended that individuals obtain their own insurance for these items.

Married Student Housing Policy. The Seminary is concerned that its married students have adequate housing. The Office of Housing assists couples during student years. Resources include apartments owned by the institution and rental facilities in Princeton and the surrounding area.

There is not enough Seminary housing for all married students. Priority is given to incoming students who do not know the community and therefore have little or no opportunity to find other housing.

Assignments:

Apartments are assigned according to priority, established first by *acceptance date* and second by *application date* for the apartment. All assignments are made under the following quota system:

| | |
|----------|-----------------|
| Junior | — 44 apartments |
| Middler | — 39 apartments |
| Senior | — 42 apartments |
| Th.M. | — 8 apartments |
| Ph.D. | — 12 apartments |
| Chaplain | — 3 apartments |

Facilities:

Apartments available for married student housing are those at Princeton-Windsor, North Hall, South Hall, Tennent Hall, and 22 Dickinson Street.

Leases:

Students renting Seminary apartments are required to sign leases. Students agree to be responsible for rental through the stipulated dates on their leases, except in the following situations:

1. All leases terminate on January 31 for students who complete their programs in the first semester and June 30 for those students who complete their programs in the second semester.

2. A student who has an approved withdrawal from the Seminary must terminate his or her student lease on the last day of the month in which the withdrawal is effective. Continuing occupancy on a commercial lease may be possible, if space is available.
3. A student who has an unauthorized withdrawal or termination from the Seminary *must* vacate his or her apartment on the last day of the month in which the withdrawal is effective.
4. A student who wishes to occupy the assigned apartment before September 1 may, upon authorization by the Director of Housing, commence his or her lease on the first day of any month before September 1.
5. Pets are permitted at the Princeton-Windsor Apartments, provided that they are properly cared for according to Township and Seminary regulations. A service fee of \$10.00 per month will be charged for each dog or cat kept by a tenant, and a maximum of two pets will be permitted in each household. Pets are not permitted in North Hall, South Hall, Tennent Hall, Payne Hall or any dormitory.

Length of Occupancy:

- ***M.Div. Students — 34 months, without privilege of continuing in the Th.M. or M.A. program.
- **Th.M. Students — 10 months.
- Ph.D. Students — 24 months permitted for the 1979-80 academic year, with due regard for the quota, two years at student rates plus two years at public rates, with the provision that the student may terminate his lease after 2½ years if he or she finishes the comprehensive in October of the second year and wishes to leave the Princeton area.
- Chaplains — 10 months.
- M.A. Students — 22 months.
- M.Div./M.S.W. Students — 34 months at student rate, 16 months at public rate, provided student remains in residence.
- *Students who go on internship during their M.Div. programs are not eligible to remain in Seminary housing, but may return to Seminary facilities for the remaining 10 months of their residence, provided that they: (1) file written requests before going on the internship programs; (2) were married prior to the beginning of classes following the Easter recess in their Middler years.

**Should an M.Div. and/or Th.M. student decide to continue in the Ph.D. program, he or she will be permitted one more year at the student rate and, in addition, may remain in Seminary facilities beyond that time, at public rates, if facilities are available.

Assignments Date:

Apartment assignments will be made by April 15 for September occupancy. Quotas as provided above which are not filled as of the April 15 assignment date will be filled by the Director of Housing on the basis of the priorities established under "Assignments." If quotas for specific categories are not filled by April 15, the Director of Housing may, at his or her discretion, assign students from other categories to the open apartments.

Students who marry while attending Princeton Theological Seminary will be assigned facilities only after all applications from incoming students have been satisfied. Assignments to students in this category will be made only after August 1 and before April 15.

PUBLIC RELATIONS

The Public Relations Office publishes the annual *Handbook* of regulations and *Directory* of all Seminary personnel; the quarterly *Alumni News*; *Campus Update*; *On Campus This Month*; *The Spire*; the weekly Seminary calendar, *The Wineskin*; all news releases on official Seminary activities; special booklets; and advertisements for the Seminary, the Summer School, the Summer Language Program and the Institute of Theology.

Special services include: consulting on publications costs; arranging for photography; editing and proofreading other Seminary publications, on request; maintaining biographical and photographic files of faculty, administrative staff and visiting lecturers; cooperating with student organizations in publicizing their public lectures and events; and designing and executing posters.

THE SECRETARY OF THE SEMINARY

Through the office of the Secretary of the Seminary ties are continued with more than 7,500 former students in the United States and overseas. The Seminary continues to inform and serve its graduates through an expanded program of continuing education, through area alumni/ae meetings, visits of administration and faculty and through the quarterly publication of the *Alumni News*.

The Secretary of the Seminary has an office in Room 121 Hodge Hall. The Secretary assists seniors and graduate students in finding places to serve after graduation. Pastors and committees seeking ministerial candidates work through this office when seeking pastors, associates, assistants or Directors of Christian Education.

Former students seeking assistance in vocational changes may correspond with the Secretary or visit the office for consultation.

In 1976-77 the Alumni Office prepared a new Biographical Catalogue of all who were members of the classes from 1900 through 1976, living or deceased, listed alphabetically by class. The hard-cover edition is \$20; the paper-back edition, \$18. Direct inquiries to the Secretary of the Seminary.

SPEECH STUDIOS

The Speech Studios on the third floor of Stuart Hall maintain a collection of approximately 5,000 tape recordings of lectures, sermons and other campus events, preserving in their original form the presentations of many significant theological figures. A catalogue of recorded materials is available, and descriptive listings from major film distributors are kept on file. Recorded materials are available for private listening without charge; copies of many selections may be requested for minimal cost.

For instructional purposes, the technical staff provide consultation and services to the faculty and student body. Audio-visual materials and equipment for class presentations are available on a reservation basis. When the Seminary is in session, the departmental offices are open Monday-Friday, 8:30 A.M.-4:30 P.M.

SERVICES

CAMPUS CENTER CAFETERIA

| | |
|---------------|-----------------|
| <i>Hours:</i> | <i>Weekdays</i> |
| Breakfast | 7:30—8:45 A.M. |
| Lunch | 12:00—1:00 P.M. |
| Dinner | 5:30—6:15 P.M. |
| | <i>Saturday</i> |
| Breakfast | 8:00—9:00 A.M. |
| Lunch | 12:00—1:00 P.M. |
| Dinner | 5:00—6:00 P.M. |
| | <i>Sunday</i> |
| Breakfast | 8:00—9:00 A.M. |
| Lunch | 12:30—1:30 P.M. |

Morning Coffee Hour:

The morning coffee hour will be held in the foyer of the Campus Center.

Procedure for Boarders:

At the time of registration you will be given a Board identification ticket. This ticket will bear your name and an identifying number. KEEP this ticket in your wallet or other safe place and remember the number. The other half of the card will be placed in a box on a table near the entrance to the Dining Hall. Cards will be filed in numerical order. This number is your Board Card identification number and is the number appearing on your half of the Board Card that is given to you at registration. *This Board Card is for the exclusive use of the student whose name appears on it.*

The procedure for boarding students is as follows:

1. Upon entering the Dining Hall go to the appropriate box and take the card bearing your number.
2. Hand the card to the cashier when you check out.
3. From time to time you will be asked to produce the other half of the card so that the number can be authenticated. *If you cannot produce the matching half of the card you are using for your meal, the cashier will have no alternative but to request that you pay cash for your meal.*
4. Lost cards should be reported immediately to the Business Office; there will be a charge of 50 cents to cover the administrative cost involved in replacing lost cards.

The boarder will be permitted to go through the line once to select a "regular meal." For instance, on the luncheon meal you will be permitted to take soup, a choice of one of the entrees, a sandwich, or a salad, and dessert, *plus beverages*. Expressed in other terms, each student will be permitted a total food cost for breakfast of \$1.85, lunch \$3.00 and dinner \$3.25 subject to change each semester. If the student returns for additional food or beverages or takes food costing in excess of the cash allowance mentioned above, the student must pay for the excess or seconds. Please note beverages are included in the allowance stated above and must be on the tray at the time the student surrenders his or her Board Card.

Students who are absent from the Seminary at least *two full days each weekend on field education assignments* certified by the Office of Field Education will receive a credit of \$8.45 for each weekend during which the board plan was in effect.

Any student seeking to be excused for medical reasons from board in the Dining Hall must provide documentation in the form of a letter from a medical doctor citing the medical problem and diet prescribed to the Business Office.

1979-80 Headwaiter: Susan C. Thomas.

PASTORAL CARE

Pastoral care is a common obligation of Christians, discharged within the fellowship of the Church. Its objective is the personal help and development of others for whom they are responsible in order that they may engage in mission. This responsibility belongs to all of us in the Seminary community.

Pastoral Care Resources in the Seminary Community.

Every Christian has a pastoral responsibility to some other persons. Luther called it "being a Christ to our neighbor." Each Seminary student and family has an opportunity to deal pastorally with neighbors. Listening and sharing experiences are important ministries, done either individually or in groups. The corollary is also true: Other students may be inspirational and supportive for you.

The Reverend Lois Creighton is Pastor to Married Students. Her office is to the right of the front door in Tennent Hall. The Reverend Rodney L. Petersen is Pastor to Single Students. His apartment is at 38 Alexander Street. They are assisted by student deacons and faculty members. In addition, we have among our faculty and administrative staff about fifty persons with different special resources and experiences to whom students and their families may have direct access. Suggestions regarding the best person for a student to approach about a particular problem may be secured from the pastors and their associates, or from Dean Conrad H. Massa; Director of Student Relations David Crawford; Professors Freda Gardner, Geddes Hanson, Seward Hiltner, James

Lapsley, James Loder; and Associate Director of Field Education Donald Mackenzie. These persons also serve as referral resources for specialized help off campus.

The pastoral program is coordinated by a committee chaired by Dean Massa.

Specialized Health and Personal Services.

Vocational counseling is offered by the Seminary as a service for students who are properly concerned about their vocational and professional direction. Many students are assisted in clarifying their views by church judicatories which have them under care, but entering students take vocational tests which may be interpreted through arrangement with Messrs. Crawford or Hanson.

The Northeast Career Counseling Service in Princeton offers a complete career counseling service. This involves three days of tests and interviews with a vocational counselor and psychologist. The center is ecumenically maintained. The charge is substantial, but some judicatories will pay a major part of the cost for their candidates. Seminary recommendations are required and may be secured from Dean Massa.

The Counseling Service of Princeton University, in McCosh Infirmary, offers counseling for Seminary students without charge; and students may go there directly. Princeton Seminary has been associated with the University Health Service since 1910 and participates annually in its support. Counseling offered at the Service is by psychologists and other mental health professionals. Their resources do not ordinarily permit them to engage in long-term counseling.

Trinity Counseling Service, at Trinity Church, 33 Mercer Street (Telephone: 924-0060), offers individual, group and marriage counseling by ministers and mental health professionals. Contributions are on a sliding scale; and clients are asked to contribute what they can toward the actual cost of counseling, which otherwise might exceed the means of many Seminary students.

The Family Service Agency of Princeton, located at 120 John Street (Telephone: 924-2098), offers counseling dealing with relationships between men and women, parents and children, and financial problems. Charges are adjusted on the basis of ability to pay.

Competent professionals in private practice in the field of mental health are also available in the Princeton area, at fees ranging from about \$25 an hour, for individual counseling and psychotherapy.

Group counseling or therapy under competent professional leadership outside the Seminary community may be arranged by Dean Massa or his associates for any students on campus, in groups of 7 to 12 persons, provided students agree to pay a prorated fee.

Serious illness of an emotional nature can be cared for initially at McCosh Infirmary of Princeton University without charge. More

prolonged care may require the services of a physician in private practice and/or hospitalization in other facilities. Costs for hospitalization are in most instances covered, at least in part, by the Seminary health insurance program.

Responsibility for the costs, except as noted above, is assumed by the student. As an educational institution, the Seminary does not assume financial responsibility for counseling beyond those services noted, nor does it have the resources. It does, however, encourage students to seek the help they need and stands ready to assist in financial planning, together with the possibilities of loans, through its financial aid officer, Mr. Alexander Getty. The John Sutherland Bonnell Loan Fund for Counseling (established by the Seminary in 1978) is a source of limited funds to help students meet counseling costs. Students who are ordained ministers may well have through their pension boards health insurance which is applicable to personal counseling and psychotherapy.

TUTORIAL ASSISTANCE

It occasionally happens that in spite of normal academic efforts, a student finds that he or she is not making satisfactory progress in one of the Seminary courses. Where consultation with the instructor suggests that tutorial assistance could be beneficial, it often is possible to secure the services of a student in another program or at a more advanced level in the same program. Tutorial arrangements are the responsibility of the student, although helpful suggestions may be secured from the Director of Student Relations. Fees for such assistance are borne by the student. The Seminary does not undertake to establish or recommend tutorial fees, but experience has taught that a range of \$3.00-\$5.00 per hour is not unreasonable for ordinary kinds of assistance. Because of their responsibilities for other courses and programs, it ordinarily is not possible for members of the faculty to provide extensive individual assistance in their courses.

THE DIRECTORY

The annual pictorial *Directory* is published by the Public Relations Office, assisted by every other member of the Seminary community. Here are listed all Seminary personnel, with photographs and personal data needed for quick identification. Incoming faculty, staff and students are urged to make and meet appointments for photographs immediately upon arriving on campus, and to list promptly changes in their personal information.

DUPLICATING

Student use of the duplicating facilities in the basement of Hodge Hall is permitted during the following periods: Monday to Friday, 8:30 A.M.—4:30 P.M.

Student Reports and other papers prepared by students in fulfillment of course requirements may be duplicated on Seminary equipment, subject to the following:

1. Administration and Faculty work will have priority.
2. All equipment other than the xerographic copier will be operated by a member of the duplicating staff.
3. The Director of Duplication reserves the right to specify the method of duplication. He should be consulted on all work exceeding 25 pages.
4. Multilith or collating work must be in the Duplicating Office at least one week before the desired date of completion. All work is subject to the work load of the staff for Administration and Faculty.
5. The student should prepare a "Duplicating Request Form" for all multilith work and present it, together with the work to be processed, to a duplicating staff member.
6. Students will be charged for duplicating work as follows:
 - (a) *Xerographic Exposures*
5 cents per copy
 - (b) *Multilith*
20 cents per master, plus \$1.00 for each 100 pages run.

MEDICAL

The Infirmary. Regularly enrolled students at Princeton Theological Seminary enjoy the full privileges of McCosh Infirmary at Princeton University. Through the years various friends of the Seminary have contributed to the endowment and construction of the Infirmary's maintenance and operation. Both men and women students should make the Infirmary their first point of contact in case of illness. The Dean of the Seminary should be notified whenever serious illness occurs.

When illness does occur, the student should report immediately to McCosh Infirmary. If the student is too ill to go to the Infirmary, a physician at the Infirmary should be notified immediately. The Infirmary telephone (452-3139) is covered 24 hours a day, except during the Christmas and summer holidays.

Clinic hours at the Infirmary are:

(During the academic year)

Clinic: Monday-Friday, 9 A.M.-12 noon and 2-5 P.M.
Saturday, 9 A.M.-12 noon
Sunday and holidays, 10-11 A.M.

Emergencies: at any time

(During the summer)

Clinic: Monday-Friday, 10 A.M.-12 noon and 3-4 P.M.
Emergencies: 9 A.M.-12 noon and 2-5 P.M. on weekdays only. At other times go directly to the hospital emergency room.

The clinic is open throughout the calendar year (hours will vary during vacation periods), but beds are not open during Christmas and summer vacations.

When a student is confined to the Infirmary for a period of less than one week, no charge is made for board. If the student is confined for one week or more, a nominal weekly charge (including the first week) will be made. An appropriate adjustment will be made by the Seminary for students who take their meals in the Campus Center.

Spouses (of students entitled to Infirmary care) may use those services at a rate of \$8.50 per visit.

Medical Insurance Plan. All full-time students will be covered under a Major Medical Insurance Plan. This group plan is designed to supplement the McCosh Infirmary care, and to provide year-round coverage anywhere. Additional coverage for spouses and children of full-time students is also available upon request to the Business Office by the student. Part-time students and interns may elect this coverage. See the current *Catalogue* for actual costs, or check directly with the Business Office.

A booklet detailing the coverage under this plan will be provided to each student.

Claim forms and information are available from the Office of Student Financial Aid. Requests for a waiver of enrollment, due to other comparable coverage, must be made in writing to the Office of Student Financial Aid before the beginning of a semester.

Dental Care. The student is expected to finance regular dental care from his or her own resources. Dental operations normally are not covered by the Seminary's health program unless hospital confinement is necessary.

Private Treatment. Students who prefer to establish a relationship with a physician in private practice, or to contact a physician of their own choice in case of illness, are free to do so. The fee for office visits, or for house calls by a physician at the dormitories, shall be paid by the students when such services are sought by the students on their own initiative.

THE WINESKIN

The Wineskin is the weekly calendar of events, both on- and off-campus, of interest to the Seminary community. Organizations and individuals who desire advance publicity in *The Wineskin* are reminded that copy must be received by the Public Relations Office not later than 12 noon on Tuesday in the week preceding the event. The material should be typed or neatly printed and signed by the sponsor. Permission for use of Seminary rooms must be obtained from the Office of the Director of Housing or the Office of the Registrar before publication. No paid advertising or political commentary is accepted.

THEOLOGICAL BOOK AGENCY

The Theological Book Agency, in the basement of Stuart Hall, is a service agency for the benefit of all students, faculty, administration and friends. It is operated by students under the general supervision of a faculty committee. In addition to providing the textbooks for all Seminary courses and maintaining a selection of more than 7,000 titles representing all fields of theological scholarship the Book Agency is prepared to make special orders of any theological works which may be purchased from publishers in North America or Europe. Students are encouraged to browse as well as purchase books during any of the regular business hours of the academic year: every afternoon, Monday through Friday, from 1:30 to 4:00. Special hours are arranged during vacation weeks and for conferences and important Seminary events. 1977-1978 Manager: Michael C. Rothermel.

FINANCES

TUITION AND FEES FOR 1979-80

Charges apply to the year indicated only. Amounts for future years are subject to change without notice.

Application Fee\$ 20.00

Tuition

- a. Candidates for the M.Div. and M.A. Degrees¹
 - Annual tuition for all types of program 2,000.00
- b. Candidates for the Th.M. Degree¹
 1. Annual tuition for program completed
in one academic year 2,000.00
 2. Annual continuation fee 25.00
(Assessed in September for any year in which
the candidate does not expect to be enrolled for
classes. Applied against tuition if the subse-
quently enrolls or submits an acceptable thesis
during year.)
- c. Candidates for the Ph.D. Degree¹
 1. Annual tuition for a minimum of two
years of resident study 2,000.00
 2. Annual continuation fee² 250.00
(Assessed after the completion of residence
until all requirements for the degree have been
completed; in addition to the Special Student
rates for courses taken for academic credit. In as-
sessment of such fees the new billing begins Sep-
tember 1.)

¹Candidates who are authorized to pursue their work on a part-time basis are charged at the Special Student rates.

²Where a program is permitted to extend beyond the normal six-year limit, the annual continuation fee is increased to \$500 at the start of the seventh year.

- d. Candidates for the D.Min. Degree
 Full tuition for basic program, exclusive of
 regular courses taken for credit 2,250.00

Tuition to be paid in four installments: (for programs
 begun in 1979-80)

\$500.00 at confirmation of admission (non-return-
 able)

600.00 at opening of first workshop

600.00 at opening of second workshop

550.00 six months after second workshop

Graduation fee (\$50.00) due one month before
 graduation.

A continuation fee of \$250 will be assessed as of
 September 1, for each year of candidacy beyond
 three years.

- e. Special Students taking courses for academic credit
 but not candidates for a Seminary degree:³

Per course 290.00

Per practicum 95.00

- f. Auditors (persons who, although neither students nor
 guests of the Seminary but with the necessary au-
 thorization, are attending classes on a non-credit
 basis), per course or practicum 100.00

- g. Annual tuition for Interns⁴ 50.00

Late Registration Fee 25.00

Annual Current Fees

- a. Comprehensive fee (charged to all full-time⁵ stu-
 dents; covers student publications, student organiza-
 tions, infirmary services, and health insurance) 200.00

³Regularly enrolled students in Princeton University, when properly certi-
 fied, are admitted to classes without charge.

⁴This is the basic Internship tuition charge. Additional or higher charges
 are made for certain specialized Internships. Complete information may be
 secured from the Dean of Field Education.

⁵Full-time students include: M.Div. and M.A. candidates, unless they hold
 written approval to pursue studies on a part-time basis; Th.M. candidates
 completing their work in two semesters; Ph.D. candidates in residence; res-
 ident Special students. Others, including D.Min. candidates, are considered
 part-time. Current fees are not charged to auditors, or (with the exception of
 the facilities fee) to non-matriculated students or D.Min. candidates.

| | |
|--|---------------------|
| b. Basic fee (charged to all part-time ^s students except auditors; covers student publications and organizations, but does not cover infirmary services or health insurance | 30.00 |
| c. Facilities fee (charged to all students not residing in Seminary accommodations) | Academic year 25.00 |
| Summer, per week | 1.00 |

Graduation Fee

| | |
|--|-------|
| a. Candidates for Ph.D. and D.Min. Degrees | 50.00 |
| b. Candidates for all other Degrees and Certificates | 15.00 |

Transcripts and Ph.D. dossiers

| | |
|-------------------------------------|------|
| a. First transcript requested | 3.00 |
| b. Each subsequent transcript | 1.00 |
| c. Dossiers, each | 3.00 |

A small orientation fee also is charged to all new degree candidates, and to transfer students, payable at the beginning of the initial semester.

ROOM AND BOARD DURING REGULAR YEAR

Annual Charges for Single Students

| | |
|---|------------|
| Room in Alexander, Brown or Erdman Hall and board | \$1,620.00 |
| Room in any other dormitory, and board | 1,520.00 |

Annual Charges for Married Students Occupying Seminary Facilities without Cooking Privileges

| | |
|----------------------|--------------------|
| Room and Board | \$1,630 to \$1,850 |
|----------------------|--------------------|

These charges cover room rental for the couple and board for the enrolled student of the family. The spouse has the privilege of cafeteria facilities, either on a per meal basis or by registration for board for the semester.

Charges for Married Students Occupying Seminary Facilities with Cooking Privileges

| | |
|-----------------------------|----------------------------|
| North and South Halls | \$98 to \$157.25 (monthly) |
| Princeton-Windsor | \$153 to \$200 (monthly) |

Board Service

All quoted rates that include board privileges are subject to change.

Board payment covers three meals a day (two meals on Sunday) during periods when the Seminary is in session. Services under the plan begin with breakfast on Monday, September 24, 1979, and conclude with the evening meal on Friday, May 23, 1980. These services are suspended during the following periods of recess:

Thanksgiving: closed all day November 22.

Christmas Recess: suspended after the noon meal on Friday, December 21, and resumed for breakfast on Monday, January 7.

Inter-Semester Recess: suspended after the noon meal on Friday, January 25, and resumed for breakfast on Monday, February 4.

Spring Recess: suspended after the noon meal on Friday, March 14, and resumed for breakfast on Monday, March 24.

During certain of the periods when regular boarding services are suspended, the cafeteria may be open on a cash basis. In general, however, students are expected to make their own arrangements for meals when the Seminary is not in session. Fire regulations do not permit cooking in the dormitories.

Students who are absent from the Seminary at least two full days each weekend on field education assignments certified by the Office of Field Education will receive a credit of \$8.45 for each weekend during which the board plan was in effect.

Students seeking to be excused for medical reasons from board in the Dining Hall must provide documentation in the form of a letter from a medical doctor citing the medical problem and diet prescribed to the Business Office.

Students receiving grant assistance from the Seminary are required to live in Seminary accommodations, if available, unless excused by the Financial Aid Officer.

PAYMENT OF ACCOUNTS

(All payments must be made in U.S. dollars.)

Charges for tuition, fees, board and room are due and payable on or before the first day of each semester except for D.Min. students (see page 51). Rental for Stockton Street and Princeton-Windsor accommodations is payable monthly, due in advance on

the first business day of each month. A handling charge of \$5.00 will be assessed for any check payment returned for insufficient funds.

The special arrangement with Princeton University for the use of McCosh Infirmary and Firestone Library is possible through responsible attention to bills incurred by Seminary students. To insure continued cooperation, the Seminary will settle such accounts as are not paid within 60 days, and apply such charges to the students' accounts with the Seminary.

Payment Plans

In the case of charges payable at the beginning of the semester, the student may elect either (a) to make payment in full before the first class day of the semester, in which instance no service fees will be assessed, or (b) to pay the account in four equal monthly installments. During the first semester these installments are due on the first business day of October, November, December and January; during the second semester, on the first business day of February, March, April and May. Where the deferred payment option (b) is selected, there will be added to the total semester charges a service fee of \$5.00.

The payment plan for D.Min. students is outlined on page 54.

An additional service charge at a periodic rate of 1% per month will be assessed on all unpaid accounts (which represents an annual rate of 12%).

When monthly rentals are overdue, a service charge of \$5.00 will be assessed on the fifteenth day of each month.

Final acceptance of a student's registration for a new semester shall be contingent upon the Registrar's receipt of certification from the Business Office that all accounts for earlier semesters have been satisfied and that payment in full or a deferred payment agreement has been reached. No degree may be awarded by the Seminary or transcript issued unless the student has met his/her financial obligations to the institution.

REFUNDS

If a student withdraws from the Seminary during the course of a semester, having secured the approval of the President or his

designated representative for his withdrawal, charges will be assessed as follows:

1. *Tuition:*

| | |
|--|------|
| During first 11 class days of semester | 20% |
| During next 14 class days of semester | 50% |
| Thereafter | 100% |

2. *Room and Board* (rates subject to change):

| | |
|-----------------------------------|---------|
| Alexander, Brown or Erdman Hall — | |
| per week or portion thereof | \$60.00 |

Other dormitories — per week or portion thereof 55.00

When the withdrawal is for confirmed medical reasons, further pro-rata adjustments may be made in tuition charges. No portion of any fees is refunded.

If the withdrawal is without the approval of the President, the student is liable for the full semester's tuition. If the student who withdraws from the Seminary has received a financial award from the institution, consideration should be given to the adjustment provision under "Student Financial Aid" on page 38.

If a student withdraws from the Summer Session, he/she shall be responsible for the full tuition charges. If he/she has been living in one of the campus dormitories, room and board will be pro-rated. Should such withdrawal be occasioned by confirmed illness that prevents the student's continuing in the program, further adjustments may be made in the assessment of tuition.

EMERGENCY LOANS

Emergency loans to students are available for: food; shelter; emergency medical, dental or health needs; transportation home necessitated by family illness or death; and similar emergencies. No funds are available for current purposes or for payments to third parties.

The funds, given to the Seminary over many years, presently include: the Campbell Loan Fund, Newton S. Cupp Memorial Loan Fund, Fowler Loan Fund, Mary and Martha Class Loan Fund, Remaly Loan Fund, Curtin E. Shafer Memorial Fund, Student Loan Fund, Tennent Loan Fund and Wilson Loan Fund.

A student who needs such assistance should consult with the Business Manager. A promissory note is required; interest on the loan will be charged at 3 percent per annum. The repayment schedule will be adjusted to the student's financial needs. In general, loans are for short periods of time.

SUPPLEMENTARY REGULATIONS

FOR STUDENTS IN

PROFESSIONAL PROGRAMS

These regulations, applicable to all students except those in candidacy for the Ph.D. degree, are intended to supplement the provisions in the Catalogue that define graduation requirements, fee structures, and other matters pertaining to the life of the student. As such, they constitute an integral part of the contract between the Seminary and the student. Regulations governing the Ph.D. program appear in the separately published doctoral announcement.

DEFINITIONS

Residence. A student is said to be in residence when he or she is able regularly to avail himself or herself of the classroom and library resources of the Seminary during the major portions of five days each week throughout the semester, including the period set aside for reading and review.

Semester. This term denotes either of the two principal academic sessions (September through January; February through May) during the year, but does not have reference to summer sessions.

ACADEMIC REQUIREMENTS

1.1 Courses and Practicums

(a) *Maximum Load.* The maximum load for any semester is four courses and one or more practicums. The approval of the Director of Professional Studies must be secured for any program that includes a fifth course.

Although each request for fifth course will be evaluated on the merits, approval normally is contingent upon the student's presenting (a) an average of 3.00 or better for the preceding year of Seminary study, (b) indication of the availability of time to assume the additional work, and (c) a plausible reason why the extra course would enhance his or her educational program.

Under no circumstances will approval be given to a semester program containing more than five courses.

Where all meetings of a course are scheduled for a single academic day, no more than two such courses may be included in a student's program except with the approval of the Committee on Professional Studies. Requests for such approval should be presented sufficiently in advance of term time to permit appropriate Committee review.

(b) *Beginning and Ending Dates.* A course or practicum is said to begin at the first class meeting thereof, and it ends at the time specified therefor on the final examination schedule. The period between beginning and end, as thus defined, is called term time.

(c) *Term Time Deadlines.* The instructor in charge of a course or practicum is responsible for establishing and enforcing the deadlines that govern the presentation of required work during term time. He or she may not, however, grant an extension beyond term time for the completion or submission of such work.

(d) *Extensions Beyond Term Time.* Requests for extensions beyond term time for the completion or submission of requirements in courses or practicums must be presented to the Director of Professional Studies. Such requests, in writing and with supporting reasons, should be entered as early as circumstances permit. Favorable consideration ordinarily will not be given to a request for extension that is filed after the close of term time, nor may a requirement be deferred after it has been submitted and evaluated.

Subject to the provisions noted immediately above, requests for extensions beyond term time for the presentation of required work may be granted for reasons that fall within the intent of the following guidelines, or others of similar magnitude:

- (1) Because of verified illness, accident, or other incapacitating condition, to the extent that an effect upon the completion of requirements can reasonably be shown;
- (2) Because of family crisis, requiring the student to divert attention from academic pursuits for a substantial period of time;
- (3) Because of the impossibility of travel on the date of the final examination, the inability of a paid typist to meet a reasonable and contracted deadline, or some other unavoidable situation, to the extent that the timely completion of requirements has been prejudiced thereby;
- (4) Because of the expansion of a research topic beyond the bounds originally contemplated by the student and the instructor, but only where clear efforts have been made during term time to bring the topic within more workable limits;
- (5) Because of the introduction of a class requirement so late in the semester that its timely completion would be to the prejudice of work in other classes.

Requests for extensions beyond term time will not be granted to offset the effects of tardiness in undertaking required projects, of minor illness during term time, of the pressure of

outside work for which other and more appropriate alleviating steps have not been taken, and of the ordinary inconveniences of life that a well organized schedule should be able to absorb.

(e) *Deadlines for Approved Extensions.* Where an extension beyond term time is approved, the new deadline shall be 9:00 A.M. on the second Saturday of the semester next ensuing, unless a different deadline is specified at the time the extension is approved.

(f) *Candidates for Graduation.* At the close of the spring semester, requirements other than final examinations for all graduating students must be submitted to the instructor by the first day of the examination period.

(g) *Changes in the Selection of Classes.* With due attention to program requirements, a student may alter his or her selection of courses and practicums during the first ten academic days of a semester, except that a course or practicum may be entered after the first meeting thereof only with the approval of the instructor in charge. Changes of registration after this ten-day grace period may be made only by petition to the Director of Professional Studies. Possible reasons upon which favorable consideration to such a petition may be based are:

- (1) The incidence of illness or other limiting condition, rendering unwise the pursuit of a full-time program;
- (2) Misunderstandings concerning class content or requirements, that could not reasonably be resolved during the ten-day grace period;
- (3) Fundamental changes in program or vocational plans, such that a rearrangement of classes is desirable.

The Committee on Professional Studies will not approve withdrawal from a class where the apparent purpose is to avoid academic sanctions resulting from failure to complete requirements already postponed, unless the original bases for postponement would also have justified withdrawal from the class.

Where a student is permitted to withdraw from a course or practicum after the ten-day grace period, that course or practicum ordinarily is retained on the academic record and is marked W (withdrew).

Since it normally is difficult to enter a course or practicum after the ten-day grace period, late withdrawal from a class may leave the student with a reduced academic load. He or she will wish to take this fact into account when making plans for the summer months and for subsequent semesters.

(h) *Special Courses.* In cases of demonstrated need, a qualified student may make application through an instructor for

a special course in an area within that instructor's field of specialization. Such a course may be given, at the option of the instructor and with the approval of the Faculty, provided that coverage of the same material cannot be arranged as part of a regular course. All regulations that are applicable to regular courses, including dates for entrance, withdrawal and termination, shall govern special courses as well.

A candidate for the M.Div. or M.A. degree ordinarily may not carry more than one special course during a given semester. An M.Div. candidate is limited to four special courses during his or her total program; a candidate for the M.A. degree, three special courses. The privilege of enrolling for special courses normally is not extended to Special students. An instructor may not offer more than two special courses during a semester without the approval of the Academic Dean.

(i) *Theses and Project Papers.* Where a thesis or project paper is prepared in partial fulfillment of program requirements, it is subject to the same regulations that govern regular courses, to the extent that those regulations are appropriate. The student who undertakes the preparation of a thesis or project is responsible for including the tentative title thereof, together with an indication of the amount of credit the thesis or project will earn, on his or her registration form for the semester during which it should reach completion. Thereafter, if a postponement is desired or if the plan is abandoned, approval for such change should be sought from the Director of Professional Studies.

(j) *Filing of Registrations.* All course registration forms must be completed in person in the Office of Professional Studies, and must be signed by the student. An endorsed copy of the form will be returned to the student at or before the beginning of the semester.

1.2 M.A. Professional Examination

(a) *Schedule.* The professional examination for M.A. candidates is given twice during the academic year: near the end of the first semester final examination period and on the Saturday after Easter.

(b) *Registration.* If a student intends to take this examination, he or she should indicate this intention to the Registrar at least two weeks prior to the testing date.

(c) *Examinations in Absentia.* If a student finds it necessary to be away from the Seminary when the examination is scheduled to be administered, permission may be sought from the Director of Professional Studies to take the examination *in absentia* under supervision. The examination will be sent and

the papers will be received through the Office of Professional Studies.

(d) *Length.* The examination is six hours in length, divided into two sessions of three hours each.

(e) *Scoring and Evaluation.* Examinations are read, graded and reported without knowledge on the part of the readers of an examinee's identity. Each examination is graded as a whole, either *pass* or *fail*. After receiving the results of the examination, the student may request to have the examination interpreted by a representative of the examining body.

1.3 Field Education for Master of Divinity Candidates

(a) A student's program of field education will require ten to fourteen hours of work per week, including time for the making of necessary preparations. No field education program may require more than fourteen hours per week without the specific approval of the Director of Field Education, who first shall satisfy himself that the student's total program in the Seminary shall not be placed in jeopardy thereby. If a student's field education program unavoidably demands an excessive amount of time, the Director of Field Education may require that the student's course be extended beyond three years.

(b) The Director of Field Education shall determine whether a student's work in this area of the curriculum meets the graduation requirements.

1.4 Retaining Copies of Papers

It shall be the responsibility of the student to retain a copy of all papers and other assignments that he or she prepares and submits in connection with courses and practicums, except in the case of examinations that are written in the classroom and submitted directly to the instructor. Although every effort is made to avoid the loss of these materials, such incidents do on occasion occur. Under circumstances of this nature the student may find it advantageous to have available a duplicate copy of the work, both to show that the requirement was completed and to provide a basis for fair appraisal of performance.

THE GRADING OF COURSES AND PRACTICUMS

2.1 The Grading System

(a) The usual pattern of grading, applicable to all classes except those in which the instructor provides for use of the simplified system outlined below, is as follows:

| <i>Grade</i> | <i>Point-Value</i> | <i>Definition</i> |
|--------------|--------------------|-------------------|
| A+ | 4.30 | Excellent |
| A | 4.00 | |
| A- | 3.70 | |
| B+ | 3.30 | Good |
| B | 3.00 | |
| B- | 2.70 | |
| C+ | 2.30 | Fair |
| C | 2.00 | |
| C- | 1.70 | |
| D+ | 1.30 | Poor |
| D | 1.00 | |
| D- | 0.70 | |
| F | 0.00 | Failure |

(b) A simplified system of grading recommended for elective practicums and available for use in all classes is as follows:

| <i>Grade</i> | <i>Point-Value</i> | <i>Definition</i> |
|--------------|--------------------|--------------------------|
| S | — | Passing (satisfactory) |
| U | — | Failure (unsatisfactory) |

(c) The choice between these two grading systems rests ultimately with the instructor in charge of the class. If he or she chooses to give the students individually the option of electing one of these systems or the other, the privilege must be extended impartially to all students within a given academic program. Where the student is given this option, it must be exercised within the ten-day grace period at the beginning of the semester.

2.2 Incomplete Courses and Practicums

(a) If the requirements for a course or practicum are incomplete at the close of term time, and no extension beyond term time has been approved covering the incomplete work, a final evaluation will be made on the basis of the requirements actually fulfilled. In such a situation, zero credit normally attaches to the unfinished work.

(b) If the requirements for a course or practicum are incomplete at the close of term time, and an extension beyond term time has been approved covering the incomplete work, no final evaluation is made until the expiration of the extension. In such a situation, if the postponed requirements are presented before the extension expires, they are graded without penalty.

2.3 Failing Grades

(a) Where an instructor enters a final failing grade for a student in a course or practicum, including a special course,

thesis or project, he or she shall simultaneously submit to the Office of the Registrar a written statement noting the reason for the failure.

(b) Promptly upon receipt of this statement, the Registrar shall cause a copy thereof to be mailed to the student, using the most recent address reported to the Office of the Registrar.

(c) The student shall have ten calendar days, beginning with the date of postmark on the notice, to question the failing grade. Open to question shall be matters of procedure (e.g., enforcement of unclear deadlines, assessment of penalties for unfinished work that the student claims to have submitted), but the prerogative of the instructor to render the controlling judgment on the substance of the student's performance shall be fully protected. This right of question shall not be in lieu of the student's responsibility to file a timely petition for extension of a deadline beyond term time, nor shall it serve to extend the time available for filing such a petition. At the conclusion of the ten-day period, if no question has been advanced, the grade shall be considered a matter of settled record.

(d) A question in regard to a failing grade shall be initiated by the student, in writing, to the Director of Professional Studies. After obtaining from the parties involved their interpretation of the facts, and through consultation with the parties, the Director shall endeavor to reach a resolution of the dispute that is satisfactory to all concerned. Should this procedure prove unavailing, the Director shall refer the matter to the Committee on Professional Studies, where it shall be treated as an appeal.

2.4 Computation of Averages

Semester and cumulative grade-point averages are obtained by multiplying the point-value of each grade by 3 (in the case of a course) or by 1 (in the case of a practicum) and dividing the sum of the products by the sum of the multipliers.

2.5 Changing of Grades

Except to rectify transcriptional errors in the recording office, or to implement a decision of the Director of Professional Studies made according to provision 2.3(d) above, no grade may be changed for any reason, after it has been recorded by the Registrar, without the approval of the Committee on Professional Studies.

DURATION OF CANDIDACY

3.1 Master of Divinity Candidates

(a) *Normal Duration.* The program of studies for the Master of Divinity degree ordinarily shall be completed in six consecutive semesters of full-time resident work. If a student begins his or her studies in the Seminary in the middle of the academic year, those studies may continue for seven consecutive semesters without special approval. The period of residence may be interrupted by an approved internship.

(b) *Minimum Duration.* Except as subsequently provided in this section, a student who initiates his or her ministerial preparation at this Seminary may not complete the program in fewer than six semesters of full-time resident work, and a student who is received in transfer from another school of theology may not complete the program in fewer than four semesters of full-time resident work.

With the approval of the Director of Professional Studies, a student may be given credit toward the minimum residence requirement for up to four courses taken in the Seminary outside of regular term time. In this way, if his or her practicum and other requirements are satisfactorily fulfilled, he or she may be able to reduce the stated residence requirement by a maximum of one semester. The use of extra courses taken during term time is not encouraged as a means of acceleration and requires specific approval by the Director. Any further exceptions to the minimum residence requirement must be requested, in person, through the Director of Professional Studies. The Committee on Professional Studies, in consultation with the President, will recommend to the Faculty appropriate action on such requests. *The use of extra courses, and certain summer courses, for the purpose of acceleration entails the payment of additional tuition charges, a schedule of which is maintained by the Registrar.*

(c) If a student finds it necessary to engage in an excessively large amount of remunerative work in order to provide self-support during the Seminary program, the Director of Field Education may require that his or her course be lengthened beyond the normal residence period. The Committee on Professional Studies also reserves the right to require an extension of a student's course because of deficiencies in his or her academic performance at the Seminary.

(d) If a student wishes to extend his or her course beyond the

normal residence period, but is not engaged in an excessively large amount of outside work, the student must secure the approval of the Director of Professional Studies for his or her special program.

(e) Under ordinary circumstances the student is expected to pursue his or her program on a full-time resident basis. In the case of demonstrated need, however, permission may be obtained from the Director of Professional Studies to conduct a portion of the program in part-time candidacy. During the period of part-time work the student pays tuition by the course or practicum and is ineligible for direct financial assistance from the Seminary. The program of every candidate must include at least two semesters of full-time resident study.

3.2 Master of Arts Candidates

(a) After replacing the words "six" and "seven" in provision 3.1(a) with the words "four" and "five" respectively, and the words "six" and "four" in provision 3.1(b) with the words "four" and "two" respectively, the regulations governing the duration of candidacy for the Master of Divinity degree shall obtain also for the Master of Arts degree.

(b) A candidate for the Master of Arts degree, although encouraged to pursue the program on a resident basis, is not bound by the requirement of two full-time semesters.

3.3 Master of Theology Candidates

(a) A candidate who has been admitted to a full-time program is expected to complete all of the requirements for the degree in two consecutive semesters of full-time resident work. A candidate who has been admitted to a part-time program is expected to complete all of the requirements in four consecutive semesters of part-time work. Extensions of the period of candidacy, as well as temporary suspensions of part-time programs, may be requested from and granted by the Director of Professional Studies. Extensions ordinarily are granted for one or two semesters at a time.

(b) If the candidate's program extends over more than two semesters, which need not be consecutive, all tuition obligations to the Seminary will be computed using the course and practicum rate.

(c) If a student's candidacy expires, and he or she subse-

quently wishes to resume work toward the degree, reapplication must be made through the Director of Admissions. If the Committee on Admissions approves the application, it may permit the student to apply all, some, or none of the earlier graduate study in the Seminary toward the fulfillment of the degree requirements.

WITHDRAWALS AND LEAVES OF ABSENCE

4.1 Withdrawals

(a) Whenever a student wishes to withdraw from the Seminary, he or she is expected to confer with the President concerning his or her plans. This conference ordinarily is preceded by a meeting with the Director of Professional Studies. If withdrawal is effected in this manner, the courses and practicums for which the student has been enrolled will be retained on the record and will be marked W (withdrew). If withdrawal takes place outside of this procedure, the courses and practicums for which the student has been enrolled will be retained on the record and will be graded on the basis of the requirements fulfilled by the close of term time.

(b) If a student withdraws from the Seminary and subsequently desires to re-enroll, he or she must submit a new application for admission.

4.2 Leaves of Absence

(a) If for good reason a student desires a leave of absence from the Seminary, such a leave may be granted by the President for a definite period. When a student thus absent desires to return to the Seminary and has fulfilled any conditions prescribed therefor, he or she must give indication of intention to the Director of Admissions and the Director of Professional Studies, but a completely new application is not required.

(b) If a leave of absence takes effect during term time, the course and practicums for which the student has been enrolled will be retained on the record and will be marked W (withdrew).

(c) A student to whom a leave of absence has been granted is not regarded as registered or enrolled in the Seminary while he or she is on leave.

CONTINUANCE, SUSPENSION, AND DISMISSAL

5.1 Conditions

(a) *Right of Continuance.* Within the intent of the regulations governing the duration of candidacy, a student who has been formally admitted to a degree program and who is pursuing the requirements therefor, and whose financial obligations to the Seminary are satisfied, has the right of continuous enrollment unless he or she is suspended or dismissed for cause.

(b) *Dismissal.* Dismissal is the termination of a student's enrollment in the Seminary, imposed by action of the Seminary. Where dismissal is ordered, return to the Seminary may be effected only by the filing of a new application for admission. Such applications are rarely approved.

(c) *Suspension.* Suspension is a temporary interruption of a student's enrollment in the Seminary, imposed by action of the Seminary. It may be for a fixed or an indefinite period. If suspension is imposed for a fixed period, the student shall have an automatic right to resume study at the expiration of the suspension. If suspension is imposed for an indefinite period, the student shall have the right to resume study upon presentation of reliable evidence that the reasons for the suspension have been effectively treated. A student who wishes to resume work after a period of suspension shall follow the procedures for return set forth in the notice of action, but a new application for admission shall not be required. If a student under indefinite suspension does not, within a reasonable period, give evidence of making a serious effort to deal with the bases for the suspension, the Faculty, upon recommendation of the Committee on Professional Studies, may proceed to his or her dismissal.

(d) *Bases for Action.* Bases for suspension or dismissal shall include: deficiencies in academic performance, compromise of the principles of academic integrity, serious breach of the rules and regulations properly established for the health and well-being of the Seminary community, and persistence in a manner of life incompatible with the church's standards for its professional leadership.

5.2 Action Stemming from Academic Performance

(a) It is anticipated that the student will pursue his or her program on a consistently satisfactory level of performance.

Where in the judgment of the Faculty, upon recommendation of the Committee on Professional Studies, a student's progress is found to be unsatisfactory, he or she may be suspended or dismissed from the Seminary. The following, while not fully measuring the discretion of the Faculty in this regard, indicate what normally are accepted *prima facie* as bases for action:

- (1) Failure of one or more courses during each of two semesters in succession;
- (2) Failure of the majority of courses and practicums for which the student is enrolled during a single semester;
- (3) Sporadic failures and/or an indisposition to pursue the prescribed academic program, leading to the likelihood that completion of the degree requirements within the normal residence period will be impossible;
- (4) Sustained failure in field education assignments, indicating that the student is ill suited for the exercise of professional leadership in the church.

(b) Before a student's record is presented to the Committee on Professional Studies, with a view to initiating action for academic suspension or dismissal, the student shall be notified of the time and place of the meeting of the Committee and shall be offered the opportunity to be heard by that body. The notice, which also shall contain a statement of the academic grounds upon which suspension or dismissal may be recommended, shall be postmarked, or delivered to the student's campus address, at least ten calendar days before the date of the Committee's scheduled meeting.

Upon receipt of the notice, the student shall indicate in writing whether he or she wishes to appear before the Committee or to waive the right to a hearing. This response shall be returned through the Office of Professional Studies. If the student is unable to appear before the Committee at the time scheduled, he or she may suggest two or three alternative dates, proximate in time to the original, when his or her presence could be assured; and the Committee may, for good cause shown, so re-schedule the hearing.

Should he or she so desire, the student may be accompanied at the hearing by an adviser of his or her choice, selected from among the members of the Seminary community.

(c) *Academic Probation.* If a student's academic performance in the Seminary is adjudged by the Committee on Professional Studies to be deficient, for any of the reasons set forth at 5.2(a) above, but the Committee believes that suspension or dismissal is yet unwarranted in light of the total situation, it may proceed to place that student on academic probation. Academic probation thus instituted serves both as a warning to the student and as an occasion for the Committee, through the Director of Professional Studies, to provide special guidance concerning his or her performance and program. The following principles shall govern the status of academic probation:

- (1) It may be imposed or removed only by action of the Committee on Professional Studies, of which written notice shall be given to the student by the Director of Professional Studies, but no formal hearing shall be required;
- (2) A student on academic probation shall plan his or her program in consultation with the Director of Professional Studies, who may prescribe the components of that program either in whole or in part;
- (3) If the student's work during the following two semesters shows satisfactory improvement, the Committee shall terminate the probationary status;
- (4) If the student's work does not show satisfactory improvement during a period of academic probation, the Committee on Professional Studies may proceed to recommend his or her suspension or dismissal, but only in conformity to the procedures outlined at 5.2(b) above.

5.3 Action Stemming from Other Causes

(a) Unlike deficiencies in academic performance, which become a matter of settled record, the other specified bases for suspension or dismissal (see provision 5.1(d) above) may involve the weighing of diverse testimony and the application of broad principles to specific situations. Furthermore, the charges upon which action might be based may originate in one or more of many parts of the Seminary community. To protect the rights of all concerned, and to avoid attracting undue attention to matters of transitory significance, the following procedures will be carefully observed:

- (1) If a member of the Seminary community becomes di-

rectly aware of a situation that reasonably could give rise to disciplinary action against a student, it shall be his or her responsibility, before initiating any formal action, to discuss the matter with the person or persons concerned, in an effort to overcome any misunderstandings that may be present, to achieve a harmonious resolution of the situation, and to set in motion processes that may discourage the development of similar misunderstandings or problems in the future.

- (2) If this approach is unsuccessful, the matter may be brought to the attention of the Committee on Professional Studies, in writing, either through the Director of Professional Studies or through the chairman of the Committee.
- (3) Where the Committee on Professional Studies finds that the allegations against a student would, if established, provide the basis for disciplinary action, and where the person advancing the allegations asks that charges be pressed, the Committee shall set a convenient time for a hearing thereupon. The student against whom the charges are advanced shall be notified in writing of the nature of those charges and of the evidence upon which they are based. This notice, which also shall include indication of the time and place of the hearing, shall be postmarked, or delivered to the student's campus address, at least ten calendar days prior to the date of the hearing. At the hearing the student shall have opportunity to speak in his or her own defense, to confront those who are presenting the charges and associated evidence, to present witnesses and evidence on his or her own behalf, and to be accompanied by an adviser of his or her choice, selected from among the members of the Seminary community.
- (4) When in the judgment of the Committee the parties to the case have been equitably heard, the Committee shall retire for deliberation. If in its judgment no cause for action exists against the student, the matter shall be declared closed. If it concludes that disciplinary action should be taken, it shall formulate its recommendations in that regard, indicating the reasons upon which its conclusions and recommendations are founded.
- (5) The recommendations of the Committee, with supporting reasons, shall be communicated in writing to the

parties concerned. If the student against whom the charges have been sustained chooses to accept the recommendations of the Committee without further contest, he or she shall so inform the chairman of the Committee, in writing. If the student does not choose to accept those recommendations, the matter shall be placed before the Faculty for decision.

- (6) The student against whom charges are thus pending shall have opportunity to present to the Faculty, in person, a concise argument on his or her own behalf; in the alternative, he or she may designate some other member of the Seminary community to make such a presentation. The Committee on Professional Studies shall be considered the other party to the case.
- (7) After the case has been presented, when the Faculty retires for deliberation and decision, no one who has been associated with the case at its earlier stages shall be present or participate in the action.
- (8) The decision of the Faculty shall be spread upon its minutes and shall be promptly communicated to the parties, over the signature of the Dean of the Seminary.

(b) The procedures outlined immediately above are intended to cover cases in which the student's continuing relationship to the Seminary may be placed in jeopardy. They should not be construed to imply the right of hearing on disciplinary matters of a less serious nature, which matters ordinarily are adjudicated, where formal action becomes necessary, on a written record.

APPEAL OF DECISIONS

6.1 To the Director of Professional Studies

(a) If a student is aggrieved by the decision of an instructor in a matter of academic procedures, after he or she has conferred further with that instructor, appeal may be taken to the Director of Professional Studies.

(b) Subject to the authority of the Faculty, it shall be the responsibility of the Committee on Professional Studies to provide for the Director general guidelines within which such appellate decisions shall be made. In particular cases the Director of Professional Studies may consult the Committee for guidance, interpretation and decision.

6.2 To the Committee on Professional Studies

(a) If any directly affected party is aggrieved by the decision of a member of the Seminary staff, in a matter that falls within the scope of these Regulations, he or she may appeal that decision to the Committee on Professional Studies. Notice of appeal shall be given, in writing, to the chairman of the Committee or to the Director of Professional Studies.

(b) Appeals ordinarily are decided without a formal hearing. Should he or she so desire, however, the party making the appeal shall be afforded an opportunity to be heard in person by the chairman and two members of the Committee or, at the discretion of the chairman, by the full Committee.

(c) Where there is a question of Faculty policy involved, the Committee on Professional Studies may consult with the Curriculum Committee before rendering its decision.

6.3 To the Faculty

(a) Appeal may be had to the Faculty from a decision of the Committee on Professional Studies. Notice of appeal, together with any relevant papers that the appellant may wish to provide, shall be filed with the Dean of the Seminary or, if the Dean have been a party to the case below, with the Secretary of the Faculty.

(b) The appeal shall be presented to the Faculty by a member of the Seminary community designated by the appellant. If no such designation is made, the Dean of the Seminary (or the Secretary of the Faculty) shall make the presentation.

(c) After the case has been presented, when the Faculty retires for deliberation and decision, no one who has been associated with the case at its earlier stages shall be present or participate in the action.

(d) The decision of the Faculty shall be spread upon its minutes and shall be promptly communicated to the parties, over the signature of the Dean of the Seminary or the Secretary of the Faculty.

6.4 To the President of the Seminary

(a) Subject to the authority of the Board of Trustees, final appeal in all cases covered by these Regulations shall be to the President of the Seminary.

(b) Appeal to the President of the Seminary ordinarily is made in person.

6.5 Timeliness

(a) In order for an appeal to be considered, it must be filed

and prosecuted promptly after the decision in question has been reached and announced.

(b) Absent circumstances beyond the control of the appellant, ten calendar days ordinarily will be regarded as the outside limit for the indication of intention to appeal.

6.6 Rehearing and Reconsideration

(a) Before an appeal is taken from a decision at any level, a request may be entered for a rehearing and reconsideration.

(b) Although frequently encountered at the point of initial decision, requests for rehearing or reconsideration of actions taken on appeal are not encouraged.

ATTENDANCE AT GRADUATION

7.1 Attendance Required

(a) Unless excused in writing by the Committee on Professional Studies, candidates for graduation must be present at the commencement exercises in order to receive the degree.

(b) Acceptable bases for excuse include the completion of requirements in mid-year, schedule conflicts involving ecclesiastical judicatories, and professional employment from which absence cannot reasonably be requested.

OFFICE OF THE REGISTRAR

The Office of the Registrar, Room 110 Hodge Hall, is open 9:30–10:30 A.M. and 2:30–3:30 P.M., Monday through Friday, during the academic year. The staff maintain student academic records and grades; maintain and process transcripts; and handle Veterans Administration benefits, draft board letters, visa renewals for international students, current student addresses and certification of student status for such problems as loan deferments.

For services performed in the Office of the Registrar, see the Recorder, in Room 110, or call extension 248, during the hours listed above only. The other hours of the workday are devoted to the research and paper work necessary to maintain *your* files and process *your* requests.

ACCESS TO STUDENT RECORDS

Directory Information

The Seminary maintains the following student directory information: name, address, date and place of birth, telephone listing, degree program and dates of attendance, institutions of higher education previously attended, degrees and awards received, denominational affiliation, marital status and name of spouse, sex, race, and participation in officially recognized activities. Published information, generally distributed only within the Seminary community, includes only name, address, telephone listing, degree program, yetr in program, home town, and institutions of higher education previously attended, and (for those so choosing) spouse's first name. The Seminary will not release unpublished directory information without the prior consent of the student. A student may request that certain portions of the information ordinarily published be suppressed (e.g., an unlisted telephone number provided to the Seminary for emergency purposes). This material is maintained in the Office of the Registrar, and students are urged to check it regularly for accuracy.

Medical and Psychological Records

Medical records are routinely received and maintained by McCosh Infirmary and are covered by the procedures of that facility. Except in cases of emergency, where the safety of the student or of other persons may be involved, the Infirmary staff does not release medical information to the officers of the Seminary without the express written advice of the student.

The results of psychological and vocational tests administered as a part of the admissions or academic program are available to the student, upon written request, through the medium of a qualified interpreter of such instruments. Appointments for interpretations should be made through the Office of Professional Studies.

It ordinarily is possible, upon written request of the student, to release test scores to qualified persons serving other agencies or institutions. In some instances, a copy of the Seminary's own record is provided, and the student is charged only a small service fee; in other cases, where questions of copyright may be involved, the student must deal directly with the scoring organization.

Since the useful life of test scores is relatively brief, these materials are destroyed when the student completes his or her degree program.

Transcripts

The only academic record maintained by the Seminary is the official transcript of courses. This document, which contains name, date and place of birth, sex, institutions of higher education attended, Princeton Seminary courses taken and grades received, Princeton Seminary degrees attained, and the attestation of the recording officer, is issued only upon the written request of the student and upon payment of the published transcript fee. Transcript information is not shared, formally or informally, with church judicatories, potential employers, or any other individuals or agencies outside the Seminary except as the student directs.

Since the transcript is an important academic record, it is suggested that at least once before graduation the student check the accuracy of the document. This is especially important if late grades have been posted or if changes of grade have been authorized by the Faculty. Transcript records are maintained in the Office of the Registrar, and in the Office of the Director of Doctoral Studies in the case of Ph.D. students. It should be noted that the right to have the transcript corrected does not imply an attendant right to challenge a grade which has been correctly recorded. The right of challenge, which extends only to failing grades, is explained in the Academic Regulations.

A student is at liberty to inspect the transcripts provided to the Seminary by other educational institutions. Since each such institution is responsible for the accuracy of its own records and for correcting them where necessary, the Seminary will in no instance retransmit documents of this kind that may be in its possession. However, students may request document copies for a small charge, specified below.

Other Personal Information

The Seminary maintains the following personal files for each student:

General file — containing application for admission and related correspondence between the applicant and the institution, personal statement, transcripts from other institutions of higher education, immigration documents when applicable, ad letters of reference personally solicited by the applicant. This file is maintained in the applicable admissions office until admission action is taken, then transmitted to the Registrar's office, where they remain until a student graduates or terminates attendance.

Professional Studies file — containing copies of petitions, memoranda, and a synopsis of the student's academic progress. This file

is maintained in the Professional Studies Office.

Field Education file — containing a record of field education placement and a student and supervisor prepared report for each experience. This file is maintained in the Field Education Office.

Financial Aid file — When assistance has been sought, it contains the application and need evaluation, as well as records of aid conferred by the Seminary and other sources. This file is maintained in the Student Financial Aid Office.

Student Account and Loan file — containing record of charges and credits to each student's Seminary account. Loan files, when applicable, contain records and proof of obligations, payments, and related correspondence necessary for collection. This file is maintained in the Business Office.

Placement file — When assistance has been sought, it contains student-generated dossier information and related correspondence. This file is maintained in the Office of the Secretary of the Seminary.

All of the information in these files, except certain letters of reference (see below), is open for student inspection and, where necessary, correction. (See procedures, below.)

Access to files is limited to those Seminary administrators and staff maintaining such information (see listing below) and to other Seminary administrators and faculty as appropriate to their professional responsibilities and established reasonable need to know.

Upon graduation, the professional studies files are routinely destroyed; financial aid files are maintained for a limited time, as prescribed by law; field education files are incorporated with the general file. The general file is reduced by the elimination of materials of incidental importance and transferred to the Alumni Office, where it is available for inspection and correction as before.

In the student's interest and with release authorized, field education, placement and financial aid information which is prepared by the student is supplied upon request to ecclesiastical judicatories for placement and financial assistance.

Except as noted and cases mandated by law, it is the policy of the Seminary not to transmit directly to any outside bodies documents or copies of documents from a student's personal files. It is possible for the student to obtain a copy of material in a file that he or she has personally prepared (e.g., personal statement or vita) for the purpose of additional distribution, but the Seminary will not serve as the agent for such transmission.

Personal references are solicited on forms provided by the Sem-

inary by applicants for admission. On the reference form, each applicant for admission is asked to indicate whether or not the letter is to be open to his or her own review in the event of admission. Unless such access is expressly waived, all admissions references placed in the file after January 1, 1975, may be examined by the student in question after admission. This material will not be transmitted, however, to any other school, agency or individual, with or without the consent of the student for whom it was prepared.

In the case of dossiers for placement purposes in the Ph.D. and D.Min. programs, similarly, each candidate is asked to indicate on the reference form whether or not the letter requested is to be open to the candidate's inspection. If such access is not waived, letters of reference for placement purposes placed in the file after January 1, 1975, may be examined by the candidate. The cooperation of the candidate in the compilation of a dossier for placement will be understood as consent on his or her part that such dossier materials may be transmitted to other schools or agencies, upon request of the student.

Availability of Files to the Student

In most cases access to a student's file(s) can be handled immediately, but at certain times the schedule of work will require some delay. When this is necessary, in no case shall access be delayed for longer than 45 days from the date of such a request. The student may be asked to make a written request for a specific record through the Registrar, Room 110, Hodge Hall.

Informal Procedures — Upon being granted access to his or her file, the student may wish to request explanations and/or interpretations from the appropriate professional. Erroneous entries in such records should be brought to the attention of the office maintaining the file(s). Correction will proceed immediately, unless the administrator has reason to follow the formal review procedures outlined below.

Formal Review — Should an administrator refuse to alter file information through the informal procedure, then the student must appeal to the Record Review Panel. A written request should be submitted through the Registrar, which includes the specific field(s) in contention. The Panel will elicit and review such information as it may deem necessary and render a decision within twenty (20) days of the written request for a Formal Review.

Copies for Students of File Materials

A student may request copies of his or her file materials to which the student is entitled access, at a charge of 25¢ per page to cover

the cost of retrieval and reproduction. This charge does not apply to Seminary transcripts or dossiers, for which separate rates are set. (See "Finances" section of the Handbook.)

File Location and Administrators

1. General Directory Information: Dr. James F. Armstrong, Registrar, Room 110, Hodge Hall.
2. Transcript: Dr. James F. Armstrong, Registrar, Room 110, Hodge Hall.
3. General File:
 - a. (Prior to Admission)—M.Div., M.A., Th.M. — Dr. Arlo D. Duba, Director of Admissions, Basement, Stuart Hall; Ph.D. — Dr. Charles C. West, Academic Dean, Room 25, Administration Building; D.Min. — Dr. J. Randall Nichols, Director of D.Min. Studies, Room 130, Hodge Hall.
 - b. (While in Attendance)—Dr. James F. Armstrong, Registrar, Room 110, Hodge Hall.
 - c. (Upon Graduation or Termination of Studies)—Dr. Arthur M. Byers, Jr., Secretary of the Seminary, Room 121, Hodge Hall.
4. Professional Studies File: Dr. James F. Armstrong, Director of Professional Studies, Room 110, Hodge Hall.
5. Field Education File: Dr. Conrad H. Massa, Director of Field Education, Room 101, Hodge Hall.
6. Financial Aid File: Mr. Alexander T. Getty, Director of Student Financial Aid, Room 16, Administration Building.
7. Student Account and Loan Files: Mr. William E. Lawder, Business Manager, Room 24, Administration Building.
8. Placement Files:
 - a. M.Div., M.A., Th.M. — Dr. Arthur M. Byers, Jr., Secretary of the Seminary, Room 121, Hodge Hall.
 - b. Ph.D. — Dr. Charles C. West, Academic Dean, Room 25, Administration Building.
 - c. D.Min. — Dr. J. Randall Nichols, Director of D.Min. Studies, Room 130, Hodge Hall.

TITLE IX OF THE 1972 EDUCATION AMENDMENT

It is the policy of Princeton Theological Seminary not to discriminate on the basis of sex in its admissions policies, education programs, activities or employment policies, as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to: William E. Lawder, Room 24, Administration Building (for employees); Alexander T. Getty, Room 16, Administration Building (for students).

As required by these regulations, the following procedures are outlined as a mechanism for the resolution and/or remediation of specific allegations of discrimination on a case basis, and they are intended to provide a means of identifying sources of discrimination which might otherwise go unnoticed by administrators.

1. Initial inquiries or complaints may be directed to the appropriate Title IX coordinator indicated above, in person or in writing.

2. If further clarification or resolution is deemed necessary, specific questions of institutional policy or individual charges must be filed in writing with the Coordinator. The Coordinator will then provide copies to appropriate parties and attempt to resolve the problem.

3. Should steps 1 and 2 fail to resolve the problem within a reasonable amount of time (not to exceed 45 days), the Coordinator shall request that the President of the Seminary appoint a neutral third party, not directly affected by the outcome, to conduct a hearing. The hearing will be called by the appointed person, to include those parties deemed appropriate to ascertain the facts necessary to reach a disposition. Such a disposition will be related in writing to those involved and to the President. Appeal of such dispositions can be made to the President of the Seminary, who may choose to refer them to the Board of Trustees of the Seminary, if necessary.

Discrimination grievances concerned with handicapped, race, color, national or ethnic origin should be handled in the same manner as outlined above.

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